

Community Engagement and Development Coordinator

Guidance for applicants

July 2023

If you require this application pack in another format, for example in large print, please contact Claudia Russo at the Equality Network, by email at claudia@equality-network.org.

Thank you for considering an application for our Community Engagement and Development Coordinator post. The documents that you need to apply for this post are:

- The application pack, which includes this guidance, background information, the job description, the person specification, and the outline of key terms of employment;
- The application form; and
- The diversity monitoring form.

Please check that you have everything, and if not, please contact Claudia Russo at claudia@equality-network.org.

The deadline for us to receive applications for this post is 9.00 am, Monday 31st July 2023.

If you are disabled and require any adjustment to the application process in order to be able to apply, please contact Claudia Russo as above.

We will shortlist applicants for the post by matching the information given on the application form against the person specification for the post. We will be looking for clear evidence that demonstrates that the applicant's knowledge, skills and experience match the requirements in the person specification. Disabled applicants who meet the essential requirements of the person specification will be guaranteed an interview.

Only information that is clearly provided on the application form can be taken into account in the shortlisting process. Please note that we do not accept CVs, and any information given on a CV cannot be considered.

In completing the knowledge, skills and experience section of the application form, you should address all parts of the person specification.

Please make clear what knowledge, skills and experience you have that is relevant to each part of the person specification, citing whatever evidence you can. We are interested in all relevant experience, not just in paid employment, for example relevant experience in voluntary or family roles. Experience outside of paid employment will be given equal weight when considering the strength of your application.

The presentation of your application form is also important. We would prefer the application form to be edited, and emailed to us. If it is handwritten, please ensure that it is legible before you scan and email it to us. The person specification for the post includes strong written communication skills, and the standard of writing on the application form will also be taken into account in shortlisting.

Please edit the application form to provide more space if you need it.

Please send your completed application form to us by email to claudia@equality-network.org. Please also complete the diversity monitoring form and return it to us by email to diversity@equality-network.org.

Diversity monitoring forms will be handled completely separately from application forms, and no information on the diversity form will be communicated to the shortlisting or interview panel.

Please ensure that your completed application form is sent by the deadline of 9.00 am, Monday 31st July 2023.

On receipt of your application form, it will be given an identifying code, and the first three pages including your name and address will then be removed, to anonymise the form before it is copied to the shortlisting panel. If you ask on the second page of the form for any adjustments to the interview process, we will contact you to discuss these.

Applicants who are shortlisted for interview will be contacted by 7th August. Interviews will take place via Zoom in the week starting 14th August. If you need any adaptation to allow the interview to take place please contact claudia@equality-network.org.

This post is funded until 30th September 2024, by the Scottish Government's Equality and Human Rights Fund. The Equality Network will seek funding beyond that date, with a view to continuing the post.

Community Engagement and Development Coordinator

Background information

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About us

The Equality Network was founded in 1997. We are a leading Scottish lesbian, gay, bisexual, transgender and intersex (LGBTI) equality and human rights charity. We work to change the law, policy and society of Scotland to deliver full equality for all LGBTI people.

We currently employ eight full-time and eleven part-time and sessional staff. Our office is in Leith, Edinburgh, but many staff work mostly from home.

Our work includes LGBTI national policy development and influence, LGBTI community development and engagement, research and consultancy, and information and training on LGBTI equality. We have specific staff and work focussed on trans equality (the Scottish Trans project), and others focussed on intersectional equality.

Our annual turnover is currently around £600,000, of which 90% is currently received from grant income, and the remainder from community fundraising and fee-paid work.

We are a charity and a company limited by guarantee, and comply with all the associated regulatory requirements.

www.equality-network.org

EqualityNetwork on facebook

@LGBTIScotland on twitter

www.scottishtrans.org

scottishtrans.org on facebook

@scottishtrans on twitter

Community Engagement and Development Coordinator

Job description

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Accountability

The Community Engagement and Development Coordinator reports to the Director of the Equality Network.

The Community Engagement and Development Coordinator will be responsible for supervising, as needed, sessional staff members or volunteers to assist with the delivery of projects or programmes.

Principal role

The Community Engagement and Development Coordinator will deliver the Equality Network's LGBTI community development and engagement work.

This will include engaging with LGBTI community members across Scotland to identify needs and priorities, supporting the development of a diverse range of LGBTI community groups and organisations across Scotland, and building the capacity of LGBTI individuals and organisations to become more engaged at a local and national level.

Key responsibilities

- To support the development and capacity of a diverse range of LGBTI groups and organisations across Scotland, with a particular focus on intersectional and marginalised communities.
- To consult with and support LGBTI people and groups across Scotland to directly engage with local and national policy makers and influencers on LGBTI equality issues.

- To plan and organise the Equality Network's engagement with LGBTI communities, via online methods, and at LGBTI and other events around the country, including at pride events.
- To influence national policy relating to LGBTI community development.
- To develop and maintain effective partnership work on community engagement and development issues, with the other national LGBTI organisations and with other equality and human rights organisations.
- To provide accurate and accessible information for diverse LGBTI people and groups across Scotland.
- To ensure that the Equality Network's engagement with LGBTI people and groups as far as possible reaches diverse parts of the community, with specific consideration of the need to reach trans people, intersex people, bisexual people, minority ethnic and minority faith LGBTI people, disabled LGBTI people and LGBTI people in rural areas.
- To work with colleagues on the submission of grant applications to support community engagement and development.
- To supervise and support, as needed, sessional staff and volunteers to assist with the work.
- To maintain a record of work done, and to evaluate its outcomes and effectiveness, in order to report on this to LGBTI people and groups and to funders.

Demands

- The post involves significant amounts of travel around Scotland, including overnight stays. This is likely to amount to at least 6000 miles per year. Exceptionally, travel may be outwith the UK, for no more than a few days.

- The post holder will be expected to manage their own workload, act on their own initiative, and meet project milestones within an agreed timeframe.
- The post holder will be expected to manage the expenditure associated with the work, within an agreed budget.
- The project addresses issues that are political and controversial. The post holder will need to handle these issues astutely and diplomatically, and with party political impartiality.
- The post holder will be expected to represent the Equality Network professionally and effectively to external stakeholders including policy makers, LGBTI communities and partner agencies.

General responsibilities

- To work collaboratively as part of the Equality Network staff team to develop and achieve shared goals and objectives.
- To contribute to the general administration, good running and development of the Equality Network.
- To maintain good relationships with colleagues, volunteers, and other stakeholders.
- To comply with the policies of the Equality Network.
- To undertake any other reasonable duties as may be required.

This job description is subject to change in consultation with the post holder.

Community Engagement and Development Coordinator Person specification

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Essential

1. A strong understanding of and demonstrable commitment to LGBTI equality and human rights across a spectrum of diverse LGBTI identities.
2. A strong understanding of community development techniques and practice, including how to improve the inclusivity and resilience of community groups and networks.
3. A strong understanding of how to engage and empower diverse LGBTI people, to express and advocate for their needs and rights and carry out effective community activism.
4. Strong written and oral communication skills including an ability to facilitate group discussions, to explain issues in accessible terms, and to match communication style to different audiences, for example diverse community members.
5. Strong interpersonal skills, including the ability and flexibility
 - To work cooperatively and collaboratively
 - To rise above personal, ideological and other differences
 - To build relationships and work effectively with a wide range of stakeholders and colleagues.
6. An ability to work on your own initiative and organise and develop a programme of concurrent work and activities within a budget.
7. Experience of using a range of online tools and social media.
8. Being willing to travel many thousand miles per year, all over Scotland.

Desirable

9. A demonstrable awareness of intersectional equality issues.
10. An understanding of the barriers faced by LGBTI people in rural and island settings.
11. Experience of community survey or consultation work and analysis.

Community Engagement and Development Coordinator

Outline terms of employment

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Please note that this is a brief outline of key terms only – the employment contract is more detailed and will be agreed with the person employed.

Place of work Our office is at 30 Bernard Street, Edinburgh, EH6 6PR. Many of our staff currently work mostly from home. Office equipment is provided for staff working from home.

Employment period This post is funded until 30th September 2024, and the Equality Network plans to seek future funding to continue it.

Hours of work Full time: 35 hours per week
Working hours are flexible. It is anticipated that the majority of work will take place within normal office hours: 9am to 5pm Monday to Friday, but some evening and weekend working will be required, with time off in lieu. Overtime is not expected and overtime payments are not payable.

Salary The annual salary is £34,357 (SJC point 31, AP5.1). Salary increases are at the discretion of the Board and are dependent on the financial circumstances of the organisation.
Salary is paid monthly in arrears, on 25th of the month.

Annual leave The leave entitlement is 35 paid days per year. This includes public holiday entitlement.

Notice periods You are entitled to receive, and are required to give, at least one month's notice in writing of termination.

Pension The Equality Network will contribute a sum equal to 8% of your salary to a pension scheme with the Equality

Network's group provider, or with another provider of your choice.

Sick pay

Full salary will be payable for the first 4 weeks of sickness absence, and half salary for a further 4 weeks, in any 12 month period. After working for the Equality Network for two years, this increases to 12 weeks full pay and 12 weeks half pay, in any 12 month period. Statutory Sick Pay may be payable, in accordance with the statutory rules.