



Brighton & Hove LGBT Switchboard

LGBT HIP PROJECT MANAGER

Purpose of the Post

The main aim of the LGBT Health and Inclusion Project (LGBT HIP) is to engage and consult with lesbians, gay men, bisexual and trans (LGBT) people who live, work, study or socialise in Brighton and Hove on their healthcare and Council service needs, and other city-wide issues, in order to influence future provisions. The project aims to be the bridge between the local LGBT communities and the Council, NHS and other services. The post's primary role is to help identify and address inequalities with LGBT people.

In developing its work plan, LGBTHIP responds to requests from its funders Brighton & Hove City Council (BHCC) and the Clinical Commissioning Group (CCG), as well as identifying priorities that are of importance to LGBT people through 'bottom up' approach. Priority work areas for the coming 1-2 years include:

- LGBT people's housing needs;
- Consultation and community development with BME LGBT people and disabled LGBT people;
- Ongoing support of the Council's Trans Scrutiny process;
- Consultation on bisexual people's sexual health needs;
- Consultation on lesbian and bisexual women's experiences and needs.

As a result of a recent commissioning process, and in line with the aims of LGBT HIP, the project also has a remit to work with community partners to:

- (a) Provide infrastructure support to local LGBT community groups and organisations, helping them to build their knowledge, skills and capacity;
- (b) Support the local third sector so that it is more effective, equitable, efficient and sustainable in its engagement and response to the needs of LGBT people;
- (c) Support community development activities, ensuring LGBT people in neighbourhoods and at a city-wide level in Brighton & Hove, are able to participate in activities that further community well-being and resilience and build social capital.

This is a varied and interesting role which offers the opportunity to influence service provision for LGBT people. We are looking for a confident and dynamic individual with experience and skill in both community development and consultation/research. The post-holder will manage LGBT HIP, developing and implementing the work plan in association with funders and partners; undertaking community engagement, consultation and research activities; providing training; and developing support services for LGBT groups in liaison with

project partners. The post has line management responsibility for the part-time LGBT HIP Support Officer.

This post is jointly funded by Brighton & Hove City Council (BHCC) and Brighton & Hove Clinical Commissioning Group (CCG).

This is a full time post (37 hours), until 31st March 2016 in the first instance (potentially to 31st June 2017 subject to confirmation of renewed funding). The post holder will be required to work flexibly, including some work outside office hours, as events sometimes take place in the evenings and at weekends. Time will be given off in lieu for such hours worked.

Salary

The salary will correspond to NJC Spinal Points 29-31: **£24,892 - £26,539 p.a.** according to experience.

Key Duties

1. To engage local LGBT people in the work of the project by building the LGBT HIP membership via a range of engagement methods including online, face to face by organising and attending community events, through local media, and by linking with local LGBT community groups, other community organisations, and community development workers - particularly aiming to engage isolated and vulnerable LGBT people.
2. To design and carry out research on the experiences, needs and views of local LGBT communities – including those of specific LGBT groups – via surveys (online and offline), interviews and focus groups - in order to inform health and local council service developments.
3. To undertake desk-based research into LGBT health, social care and other needs, including reviews of relevant literature, policy, legislation etc to inform service development and delivery.
4. To produce reports and briefing papers based on research findings, and to deliver presentations, to inform service developments for the CCG and BHCC and to feedback to LGBT communities.
5. To attend meetings and events organised by the CCG, BHCC and other local agencies in order to receive and share information.
6. To attend meetings and otherwise participate in BHCC's Trans Scrutiny process, assisting with the needs assessment process and advising on the implementation of recommendations where appropriate.
7. To work closely with, and support, community development workers in the city, to reach LGBT people living in neighbourhoods in order to facilitate their involvement and representation in community activities at neighbourhood and at a citywide level.
8. To help develop and build the capacity of new and existing LGBT leaders, individuals, community groups and organisations, and to help other community organisations to identify needs and develop support services.
9. To work closely with Community Works (the city's community and voluntary sector forum), including sharing information, signposting LGBT community groups to

relevant infrastructure support services, and helping develop Community Works' own services to respond more effectively to LGBT community needs.

10. To contribute to collaborative work with other community support organisations to ensure better co-ordinated services to the third sector
11. To develop and deliver training and support for LGBT and other groups and organisations, to enable them to better reach and support LGBT people and communities.
12. To collect and collate monitoring data in all activities, including diversity monitoring, and to develop and maintain monitoring systems and processes to evidence project outcomes, in line with funders' requirements.
13. To work in a way that ensures the involvement of a diverse range of LGBT people and takes account issues of intersectionality.
14. To support LGBT people to act as representatives of the local LGBT community.
15. To develop the LGBTHIP workplan in collaboration with Switchboard's Director and commissioners, and to ensure performance against agreed objectives and targets.
16. To provide monthly reports on project activities for Switchboard's Management Committee and provide reports to funders as needed.
17. To attend supervision sessions and contribute to team meetings
18. To line manage the part-time LGBT HIP Support Officer, including overseeing their day-to-day work, setting objectives and undertaking appraisals.
19. To recruit, manage and work with volunteers in delivering project activities.
20. To undertake all work in line with relevant legislation and Brighton & Hove LGBT Switchboard's policies and procedures.
21. To undertake any other duties that might reasonably be requested and are appropriate to the role.

PERSON SPECIFICATION

EXPERIENCE		
1	Experience of planning and delivering community engagement activities, and/or extensive community development experience.	E
2	Experience of working within or closely with the community and voluntary sector to facilitate community development, and/or working in partnership with neighbourhood-based community development workers to support emerging and established community groups	E
3	Experience of designing and delivering social research and/or community consultations	E
4	Experience of writing reports for a variety of audiences / stakeholders	E
5	Experience of planning and delivering training to a range of audiences	E
6	Experience of facilitating small groups e.g. community consultation or focus groups	E
7	Experience of recruiting, managing and working with volunteers	D
8.	Experience of working for a community organisation	D
9.	Experience of managing staff	D
KNOWLEDGE		
1	A sophisticated understanding of the health, wellbeing and social issues affecting lesbian, gay, bisexual and transgender people and communities, including understanding of intersectionality and the specific issues faced by different LGBT people and groups - including BME and disabled LGBT people.	E

2	Understanding of social research methodology and ethics	E
3	Understanding of service provision and planning within the NHS and/or the local council and how it affects LGB & T people	D
4	Knowledge of the LGBT community in Brighton & Hove, including LGBT community groups and organisations	D
5	Knowledge of the community and voluntary sector in Brighton & Hove	D
6	Understanding of equality legislation, policy and guidance; and safeguarding policies and processes	D
SKILLS AND ABILITIES		
1	Proven project management skills, including ability to manage a complex work programme, and to plan and carry through tasks to deadline	E
2	Excellent communication and networking skills, diplomacy, and the ability to develop and maintain positive relationships with a wide range of people and organisations	E
3	Confidence and ability to lead on work strands, coordinating other partners	E
4	A proven commitment to promoting equality and diversity	E
5	Ability and willingness to work flexibly, including some evenings and weekends	E
6	Excellent verbal and written communication skills, including presentation skills	E
7	Proactive, able to take initiative, and to work with minimal supervision, within a defined workplan and reporting framework	E
8	Ability to use social media and other online tools e.g. Mailchimp, SurveyMonkey to facilitate consultation or market research and to communicate with a range of stakeholders	E
9	Line management and supervisory skills	D
10	Ability to contribute to funding bids for the continuation or expansion of the project	D

The successful candidate will be subject to an enhanced DBS check.

How to apply:

Complete the application form, referring to the Person Specification above and return by email to maria.antoniou@switchboard.org.uk by **30th July 2014**.

Post funded by:

