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**Brighton & Hove LGBT Switchboard is currently recruiting a**

**Trans\*-identified Research Assistant**

**£150 per day x 28 days (Sept – Dec 2014)**

Brighton & Hove LGBT Switchboard, is looking for a trans\*-identified researcher to work on a project commissioned by Brighton & Hove City Council as part of the Trans Scrutiny process: **Trans Needs Assessment: Research within the Trans Community in Brighton & Hove.** This project is led by the University of Brighton and aims to:

* Identify the unmet needs and assets of trans\* people who live, work, socialize, study or use services in Brighton & Hove;
* Identify evidence of best practice - already implemented in Brighton &

Hove, or experienced elsewhere by trans\* people;

* Make recommendations to commissioners, service providers and others in order to improve the lives of trans\* people.

The Research Assistant will be based at Switchboard, but will work closely with a University of Brighton researcher and the rest of the research team to carry out the tasks listed below.

The researcher will be engaged on a **self-employed basis for 28 days**, to be worked as required by the project **between 8th Sept and 19th December**. The post holder will be required to work flexibly, including some work outside office hours.

**Key duties and responsibilities:**

* To publicise the project within the local trans\* community, including making contact with trans\* groups and individuals, attending and speaking at meetings, posting on social media and online forums, and hosting stalls at events – in order to reach the broadest possible range of participants possible
* To publicise the project via other community venues including libraries, GP surgeries, bars and cafes
* To work closely with local trans\* groups and other community organisations to recruit research participants – including supporting trans\* groups to organise their own engagement events
* To help finalise survey questions and draft focus group questions
* To organise and facilitate focus groups, using research protocols (training will be given)
* To contribute to analysis of data from surveys and focus groups
* To help organise and contribute to two public meetings to publicise the research and the findings
* To attend and contribute to project steering group meetings and other internal and external meetings as necessary
* To contribute to the interim and final project reports, including recommendations for commissioners

**Person specification:**

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| **Experience** | **Essential or Desirable** |
| * Experience of undertaking social research, especially with socially marginalised people and communities | E |
| * Experience of conducting focus groups/ small group discussions for research purposes | E |
| * Experience of using a range of methods including social media and online forums to publicise projects | E |
| * Experience of being part of, or working closely with, one or more trans\* community groups. And/or experience of planning trans\*-focused community events | E |
| * Experience of survey design – on or offline | D |
| * Experience of contributing to public reports | D |
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| **Knowledge** |  |
| * In-depth understanding of the issues affecting trans\* people who live, work, and socialise in Brighton & Hove, gained through personal experience | E |
| * Understanding of the range of trans\* identities and a sensitivity to intersectionality, including the needs and experiences of trans\* individuals who also identify as women, BME, disabled, older etc. | E |
| * Good knowledge of trans\* community groups in Brighton & Hove, and existing involvement/connections with one or more groups | E |
| * Understanding of research processes, methods and ethics | E |
| * Knowledge of Brighton & Hove City Council’s Trans Scrutiny process | D |
| * Knowledge of the wider LGBT and community sectors in Brighton & Hove | D |
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| **Skills and Abilities** |  |
| * Very good organisation skills, including the ability to work to a project plan and complete tasks to deadline | E |
| * Excellent communication, networking and relationship-building skills | E |
| * Very good writing skills, ability to contribute to public reports | E |
| * Ability to sensitively facilitate a focus group, which is likely to involve participants discussing personal experiences | E |
| * Ability to work as part of a team, but also to take initiative when needed | E |
| * Public speaking ability / presentation skills | D |

LGBT Switchboard has identified that a Genuine Occupational Requirement applies in this post in relation to Trans\* status.

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

**How to apply:**

Complete the application form\*, showing how you meet the Person Specification above and return by email to maria.antoniou@switchboard.org.uk by **midday on** **Monday 8th Sept 2014**.

\*Alternatively, just complete Personal Details, Statement of how you meet the person specification, and Referees sections of the form and forward this with a copy of your CV.

Please return the monitoring form by post or to the separate email address below.

**Interviews will be held on the afternoon of Wednesday 10th September 2014.**

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