



About Lancashire LGBT

Lancashire LGBT is the pan-Lancashire organisation supporting LGBTQ+ people aged 18+. Our charity aim is for LGBTQ+ people (and their family members and carers and allies), to be happier, healthier and better connected. So, our core work is focused on improving physical and mental health and well-being and reducing social isolation for LGBTQ+ people. We have been established since 2009 and have a good track record of supporting local LGBTQ+ people and supporting local organisations to be inclusive of LGBTQ+ people as service providers and as employers.

Our core work includes:

- Information and support service by phone or email
- A one-to-one support service giving structured, focused mental health and well-being support to individuals over a set period
- Counselling service

Peer support groups:

- For LGBTQ+ women (including trans women) and non-binary people
- Mental Health support group for gay and bisexual men (including trans men) and non-binary people
- Peer support group for Trans men's/trans masculine and non-binary people

Activity groups:

- LGBTQ+ walking group
- LGBTQ+ swimming group.

We have a partnership with Leeds and York Partnership NHS Trust Gender Identity Service for Adults, which involves hosting their two Gender Outreach Workers at our office who give support to people on the waiting list or who are on the care pathway.



Since March 2021 we have hosted our 'LGBTQ+ mental health hour' webinars, raising awareness of maintaining good mental health and wellbeing with a range of LGBTQ+ guests from diverse groups, which people join live zoom or watch later on our Youtube channel. These have been watched by over 1,000 people. See

<https://www.youtube.com/@lancashirelgbt9897>

We also have our own 'kite mark' scheme to support local organisations to be more inclusive of LGBTQ+ people. This is currently under review.

PROGRAMME CO-ORDINATOR

Improving services and raising awareness: We support other local organisations to understand the needs of LGBTQ+ people better through consultancy and we regularly deliver training to raise awareness about the needs of LGBTQ+ people to ensure inclusive service provision – the most popular being our CPD accredited Trans/Gender Identity Awareness package.



THE CPD STANDARDS OFFICE
CPD PROVIDER: 21342
2022-2023
www.cpdstandards.com

PROGRAMME CO-ORDINATOR

Background to the role

This role is funded for 4 years by the National Lottery Community Fund



The need for the role of a Programme Co-ordinator has been identified due to an increasing workload for our Chief Executive (including currently managing volunteers) as well as an increase in people wishing to volunteer for us.

Our work changed since we came out of lockdown in 2021 and we are now giving more mental health support to people. We have also seen an increase in people looking for peer support groups (in person or online) as well as an increase in people coming forward to volunteer with us to run or co-facilitate groups but we don't currently have the capacity to recruit and manage any more volunteers. We take our safeguarding responsibilities very seriously as many of the people we support are vulnerable and we need to have a member of the team to focus on recruiting and managing volunteers and group memberships. This would give us the extra capacity for more groups and volunteers.

We currently have volunteers as walk leaders, group facilitators and counsellors and this role would involve increasing our volunteer opportunities and managing all our volunteers.

This role therefore has two strands:

- 1) Increasing our capacity for support and community engagement by having a Programme Coordinator who can take over existing supervision responsibilities for our current volunteers and by recruiting, supporting and managing more volunteers.
- 2) Taking on some other tasks when required, to free-up the Chief-Executive's time so that they can plan for the longer term and focus on growth and sustainability.

We are a small busy team, so at times this requires flexibility in tasks and roles.

Appointment will be based on merit alone.

Why work for us?

We are a small friendly team who are passionate about making a difference for LGBTQ+ people.

A recent member of our team leaving us (to enter full-time postgraduate study) described the culture of our organisation as 'supportive, flexible, friendly, inclusive' in her exit questionnaire.

We offer:

- Regular supervision and weekly team meetings
- Opportunities to develop skills such as public speaking, partnership working
- Staff training budget
- Potential for promotion and progression within our charity for the right candidate
- 25 days annual leave per year plus bank holidays
- Employers contributory pension – 5% of annual salary



PROGRAMME CO-ORDINATOR

We expect this role to be based at our office in Preston with potential for some occasional hybrid working.

If you would like to discuss this role informally, please contact:

Dr Lewis Turner
Chief Executive
Lancashire LGBT
Derby House, Lytham Rd,
Preston PR2 8JE
lewist@lancslgbt.org.uk
Mobile: 07788 294993

JOB DESCRIPTION	
<p>Job Title: Programme Co-ordinator</p> <p>Reporting to: Chief Executive</p>	<p>Grade: Delivery</p> <p>Salary £27,300 (P.A)</p> <p>Hours: 37.5 (P.W)</p> <p>This post is funded for 4 years</p> <p>Closing date midnight June 4th 2023</p> <p>Interview date: June 22nd 2023</p>
<p>District: Preston, Lancashire</p>	
<p>Key Responsibilities</p>	
<p>1. Work as part of a team - acknowledge receipt of, show understanding of and work in accordance with all Lancashire LGBT policies, procedures and guidelines. Carry out duties in a way which reflects that Lancashire LGBT is committed to equality of opportunity and anti-oppressive practices.</p>	
<p>2. Attend and participate in any in-house or external training as may be appropriate in line with the staff training and development policy</p>	
<p>3. Prepare for and participate in line-management supervision on a regular basis</p>	
<p>4. Maintain accurate and up to date volunteer records on Lancashire LGBT system</p>	
<p>5. Prepare for and attend an annual appraisal with the Chief Executive</p>	
<p>6. Adhere to time management procedures and prioritise your own workload as agreed through the supervision process in accordance with Lancashire LGBT policies and procedures</p>	
<p>7. Be responsible for the confidential maintenance of records and other relevant documents in line with Data Protection legislation</p>	
<p>8. Work in a way which promotes the safety and security of children and vulnerable adults and record and report any safeguarding concerns to the internal safeguarding lead</p>	
<p>9. To undertake any duties commensurate with skills and agreed by the Chief Executive</p>	

PROGRAMME CO-ORDINATOR

Key Duties
1. Volunteer recruitment, engagement and volunteer management
2. Community outreach and engagement through various means including social media, newsletter and website content
3. Managing the volunteer database
4. Monitoring of all activities and outcomes undertaken by Lancashire LGBT
5. Maintaining channels of communication with volunteers according to their needs and celebrating the contribution volunteers make to the work we do
6. Other administrative duties as assigned by Chief Executive
7. Providing regular reports on activities and outcomes to Chief Executive
8. These duties may be modified from time to time to suit the needs of the charity and a small team

PERSON SPECIFICATION

Essential
1. Experience in recruiting and managing volunteers
2. Computer literacy and skills in Word, Excel, Mailchimp (or similar platform) for newsletters
3. High standard of interpersonal skills
4. Experience in project monitoring
5. Confident in using social media platforms and Word Press (for website content)
6. Understanding of the challenges experienced by LGBTQ+ people
7. Ability to prioritise tasks and adopt a flexible approach to duties
8. Ability to work both independently and within a team
Desirable

PROGRAMME CO-ORDINATOR

1. Experience of working with LGBTQ+ people