**LGBTQ DISABILITY DEVELOPMENT WORKER**

**Purpose of the Post**

To develop activities, support and opportunities for LGBTQ disabled people.

To engage with LGBTQ disabled people to plan and co-produce responses to challenges they face.

To work in partnership with other relevant agencies, disability partners and other LGBTQ organisations.

The post holder may be required to work outside office hours to meet the needs of the project and its beneficiaries. Time will be given off in lieu for such hours worked.

This is a 2 year contract for 21 hours per week – how the hours are worked is to be negotiated including working occasional evenings and weekends.

The post holder will be based at Brighton & Hove LGBT Switchboard – however it is expected that the role will involve a lot of outreach work and travel around the city – for which travel expenses will be paid

It is a genuine occupational requirement that the post holder identifies as LGBT

**Salary**

**£20,661 - £22,658 pro rata (£14,603 - £16,015 actual)**

**Key Duties**

1. Develop & market the project, clarifying the user profile, referral pathways and monitoring and evaluation systems and raise awareness of the project and its developments.
2. Identify and connect with LGBTQ disabled people who currently do and do not use mainstream LGBTQ peoples services and who are are socially isolated to identify needs, inform them of and support them in accessing existing approporate activities, and assess and reduce barriers faced in accessing existing services and activities.
3. Develop flexible person centred LGBTQ specialist activities and support in response to needs identified by LGBTQ disabled people as the project develops e.g. LGBTQ peer support groups, volunteering, health and wellbeing activities, digital inclusion activities, mentoring and befriending.
4. Explore and develop innovative ideas for supporting LGBTQ disabled people e.g. outreach, online support, and accesible communications.Build partnerships with local disabled people’s services identifying ways of working collaboratively and advising and supporting them in making their services and activities LGBTQ friendly, accessible, appropriate and responsive e.g. through consulation on marketing and promotional activities, training to staff and volunteers on LGBTQ awareness raising and monitoring of sexual and gender identities.
5. Develop and take part in anti-stigma activities, events and campaigns in LGBT and non-LGBT communities to reduce stigma in relation to age and LGBT identities.
6. Recognise and respond to the different needs of different identities within LGBTQ communities including those who are multi-marginalised
7. Support the integration of this project with Switchboard’s other services – help-line, counselling, engagement project and volunteering opportunities as well as with other LGBTQ and non-LGBTQ services in the city ensuring overlaps of opportunties, support and engagement.
8. Work with statutory and community and voluntary sector agencies ensuring LGBTQ disabled people can access appropriate support that is sensitive to their needs and helps them to parcipate in local communities.
9. Support volunteers with their training and development needs
10. Develop and maintain monitoring and evaluation systems to evidence the work of the project and the outcomes achieved for LGBTQ disabled people.
11. Ensure the project’s development is shaped, monitored and evaluated by service users/beneficiaries
12. Attend meetings with funded partners in the locality to develop good working relationships, share information, ensure joined up working, facilitate cross referrals, monitor progress, and develop the partnerships including working with the organisation funded for city wide coordination of adult services.
13. Share a range of resources with our funded partners where possible, e.g. transport to enable people to access activities, LGBTQ expertise, volunteer training opportuntiies, and learn from each other in the development of policies, procedures and good practice.

**PERSON SPECIFICATION**

The successful candidate will be subject to an enhanced DBS check

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| **KNOWLEDGE AND QUALIFICATIONS** | |  |
| 1 | Understanding of the needs of disabled people and the issues that affect them | **E** |
| 2 | Understanding of the diverse needs of LGBTQ communities and the issues that affect them, particularly LGBT disabled people | **E** |
| 3 | Understanding of issues of exclusion and the barriers faced by LGBT disabled people in accessing services and participating in local communities. | **E** |
| 4 | Hold a relevant social care or community development qualification | **D** |
| **EXPERIENCE** | |  |
| 1 | Experience of working in the community and voluntary sector | **E** |
| 2 | Experience of working with disabled people – including those most vulnerable - empowering them to develop activities and social opportunities | **E** |
| 3 | Experience of supporting volunteers including with their training and development needs | **D** |
| 4 | Experience of planning and delivering training | **D** |
| 5 | Experience of building and developing partnerships with a wide range of agencies and working with a multi-disciplinary approach | **E** |
| **SKILLS AND ABILITIES** | |  |
| 1 | Abilities and skills required to build rapport with LGBTQ disabled people offering support, information and activities that are sensitive to their needs and empower them to identify their needs and opportunities to meet their needs. | **E** |
| 2 | The skills and ability to reach and support LGBTQ disabled people who are not currently accessing services and are particularly isolated | **E** |
| 3 | Ability to coherently plan, develop, promote and evaluate projects | **E** |
| 4 | Excellent verbal and written skills and the ability to communicate with a wide range of people in various settings including speaking publicly to raise awareness of the project and its work | **E** |
| 5 | Ability to work on one’s own initiative, prioritise own work and to plan and organise the work of self and others to effectively meet deadlines. | **E** |
| 6 | The ability to develop and use monitoring and evaluation systems and methods to evidence project outcomes and collate the data to produce concise reports and documents. | **E** |
| 7 | Excellent administrative skills and the ability to undertake all admin tasks related to the role |  |
| 8 | Good IT skills including word processing, spreadsheets, internet systems and social media. | **E** |
| 9 | Ability to work effectively both independently and as part of a team. | **E** |