

## **FOUR PILLARS - JOB DESCRIPTION - FP/JD/014 – LGBT+ OUTREACH COORDINATOR**

**JOB TITLE** – LGBT+ Outreach Coordinator

**LOCATION** – Moray

**REPORTING TO** – CEO

**CONTRACT HOURS** – Short term contract for 15 hours per week 3/7

**SALARY** – starting at £9.90 p/h

**RESPONSIBLE FOR** – Engaging with the community in their local area, supporting individuals and improving and maintaining overall health & wellbeing.

**JOB PURPOSE** – Support LGBT+ individuals across Moray through group and one-to-one work. Improving and maintaining mental, emotional, physical and sexual health of LGBT+ individuals across the region. Engage with local groups, support activities and develop local events. Deliver LGBT+ Awareness Training as requested. Promote a zero-tolerance attitude to homophobia, biphobia & transphobia and other discriminations, working with service users in reporting crimes to Police Scotland. Working with volunteers to help deliver our main objectives.

### **KEY RESPONSIBILITIES**

- Deliver LGBT+ Awareness training across Moray
- Attend community outreach activities such as “freshers” and engage with attendees
- Develop local events & fundraisers for LGBT+ individuals, friends, and families
- Liaise with established groups across the region and support activities
- Engage and support LGBT+ people & their families
- Provide one-to-one support when/where needed (this includes home visits)
- Deliver sexual health prophylaxis (condoms/lube/testing kits) and other items as needed
- Provide a rewarding and supportive environment for volunteers, offering training and development where needed
- Compile data and reports for funders
- To attend management and committee meetings for all business divisions, including external meetings with funders, as and when required

### **PERSON SPECIFICATIONS**

- Previous experience working with and engaging the community
- Strong local community ‘networking’ capability
- Good social & communication skills
- Basic IT skills, experience with Office 365
- A team builder who can motivate and energise others
- Personality traits to include a blend of professionalism, high emotional intelligence, authenticity and a passion for developing people

### **SPECIAL INFORMATION**

- The post involves a flexible approach to ensure smooth running of activities. You will be required to attend various venues across Moray, so access to your own vehicle is **essential** (mileage will be covered)