

## **FOUR PILLARS - JOB DESCRIPTION - FP/JD/006a – LGBT+ INCLUSION ADVISOR**

**JOB TITLE** – LGBT+ Inclusion Advisor

**LOCATION** – Aberdeenshire

**REPORTING TO** – CEO

**CONTRACT HOURS** – Short term contract for 15 hours per week 3/7 (will be extended based on funding availability)

**SALARY** – starting at £10.90 p/h

**RESPONSIBLE FOR** – Supporting Aberdeenshire School Communities; teachers, parents and young people through the Queer Equality Support Team (QuEST).

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

### **KEY RESPONSIBILITIES**

- Deliver LGBT+ Awareness training to Schools Communities across Aberdeenshire
- Offer advice and support for faculty members and wider colleagues
- Engage and support LGBT+ young people & their parents
- Provide one-to-one support when needed
- Liaise with established GSA groups across the region and support activities
- Develop local events for LGBT+ individuals, friends, and families
- 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**

- CLD Qualification or equivalent / previous experience working with young people
- Full UK Driving license
- Basic IT skills, experience with Office 365
- Strong local community 'networking' capability
- Good social & communication skills
- A strategic thinker and 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 Schools across Aberdeenshire, so access to your own vehicle is essential (mileage will be covered)

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