

JOB DESCRIPTION

Head of Partnerships

Closing Date:	2nd February 2024
First Interview date:	20th or 21st February 2024
Second Interview date:	28th or 29th February 2024
Contract Details:	<p>Salary: 48,086 per annum (FTE)</p> <p>Contract: Permanent</p> <p>Hours: Full-time 37 hours per week (part time hours as low as 30 hours per week will be considered)</p> <p>Location: Hybrid working (a combination of working from home and a local office base in either Glasgow or Edinburgh)</p>

January 2024

Dear Applicant,

Thank you for your interest in working for LGBT Youth Scotland.

Who we are:

We are Scotland's national charity for LGBTQ+ young people. LGBTQ+ stands for lesbian, gay, bisexual, trans, queer & questioning, and the positive '+' aims to represent and respect everyone on the gender and sexuality spectrum, including intersex.

Young people are so important – they are the future of Scotland; our future leaders, teachers and parents. Life can be tough for any young person, but LGBTQ+ young people face unique and additional barriers to achieving all they can, and that is why LGBT Youth Scotland exists. For more than 20 years we have been creating safe spaces where LGBTQ+ young people aged 13-25 can flourish; reaching their full potential in life, work and education. We believe Scotland can be a place where all young people can thrive, so we work alongside LGBTQ+ young people to remove those barriers both individually, and by amplifying collective voices to influence change.

Young people are the heart of everything we do: **Through our innovative youth work** which empowers young people to feel a sense of belonging, and achieve their own goals; **Through our equality accreditation programme**, the LGBT Charter - we ensure the places young people live, learn and work are as inclusive as possible; **Through our youth participation and policy work** we position young people as experts in their own lives and amplify their voices to decision makers to inform positive change.

LGBT Youth Scotland is run by a team of 50 staff, 10 Trustees and over 100 volunteers. We currently support over 1,000 young people directly across our services each year, and over 30,000 young people indirectly through the LGBT Charter.

With only 65% of respondents to the latest *Life in Scotland for LGBT Young People* survey (2022) telling us that Scotland is a good place to be LGBTQ+ (down from 81% in 2017, we know there is work to do, but we believe a truly inclusive Scotland is possible and that together we can make that a reality. To find out more, please visit our website at www.lgbtyouth.org.uk where you can view the many aspects of our work.

How we work:

LGBT Youth Scotland is focused on being led by young people while supporting them to develop in a safe and supported environment. We achieve this through our excellent team of staff and volunteers who all make a significant difference in young people's lives. It is our passion and drive to support young LGBTQ+ people across Scotland that defines us as a team and underpins all we do.

We believe that supporting our staff and volunteers to be healthy, safe, and happy in their roles is essential to delivering high quality services. We invest in our team so we better support the young people we engage with across Scotland.

LGBT Youth Scotland is a values-led organisation.

Our core values are:

Inclusion – We champion young people’s rights. We welcome everyone who actively works to make things better with and for young people, building a more diverse and accessible community where everyone feels valued.

Innovation – We are led by the needs and views of LGBTQ+ young people to take an imaginative and creative approach in everything we do.

Empathy – We listen to, learn from and empower one another which helps us actively influence positive change. We do this by being kind, honest and compassionate in our decision making.

Respect – We value young people, our partners, ourselves as individuals and each other. We value and recognise the contributions, qualities, and achievements we all make.

This Role:

We are looking for an experienced leader who is passionate about making a difference to the lives of LGBTQ+ young people and is committed to doing that through this strategic role.

As Head of Partnerships you will form part of the Leadership Team, supporting the Chief Executive and Board to deliver the 5 year strategy for LGBT Youth Scotland. With overall responsibility for leading the Relationships & Partnerships Team, you will manage, develop and deliver the team to achieve their strategic aims, raising both awareness and funds; building our supporter base and maintaining a balanced portfolio of income sources, underpinning our sustainable growth and ensuring we can continue to support LGBTQ+ young people.

We are looking for an individual who fits with the values of LGBT Youth Scotland, building strong relationships and partnerships both internally and externally, managing a varied portfolio of work that touches all aspects of the charity. You will have exceptional organisational and communication skills as well as knowledge and experience in strategic fundraising (both restricted and unrestricted), communications and marketing.

Your employment will be confirmed after a successful interview and any necessary checks including a basic disclosure, references, and your right to work in the UK.

If you feel you have the relevant experience and can meet the essential criteria in the job role, we would love to hear from you. We always welcome applications that clearly demonstrate the skills and criteria we need, whether that be in a professional or volunteer capacity.

We also appreciate that the best person for the job might not have all the essential and desirable criteria, so if you are unsure whether your skills and experience fit the specification, please contact for an informal conversation prior to applying.

We look forward to receiving your application.

Mhairi Crawford

Chief Executive

Role Information

Terms & Conditions

- **Job Title:** Head of Partnerships
- **Contract:** Permanent
- **Pay:** £48,086 per annum (FTE)
- **Location:** Hybrid working (a combination of working from home and an office base in either Edinburgh or Glasgow)
- **Hours:** Full-time, 37 hours per week (part-time hours as low as 30hrs per week will be considered)
- **Leave:** 37 days per annum, inclusive of 10 days over Christmas and New Year (pro rata for part time staff)
- **Probation:** 6-month probation period
- **Pension:** Auto-enrolment with TPT Solutions Flexible Retirement Plan
- **Benefits:** Enhanced Sickness, maternity, paternity, and adoption policies.

An annual leave entitlement that increases by 2 days after 3 years length of service (pro-rata for part-time staff).

Flexible and agile working options and up to 3 days leave to volunteer for another organisation.

Equality Statement

LGBT Youth Scotland embraces and celebrates diversity and equal opportunity for all. The more inclusive we are, the better we can make Scotland for LGBTQ+ young people. We are committed to building a diverse and inclusive team which leads to better discussion, decision making and impact. It also better reflects the young people and society we support.

We want to hire the right candidate for each role and are committed to promoting the human rights and dignity of each human being, including equality of opportunity inclusive of sexual orientation, gender or transgender identity, race, age, disability, religion or belief and socio-economic status. We work to ensure that our services are accessible and young people's experience and outcomes are positive and that there is an inclusive working environment for all staff and volunteers. We support flexible working arrangements and adjustments where needed.

How to apply:

Please contact Alan Surgeon alan@awsexecutive.com to arrange a confidential conversation about the post.

Applicants will then be invited to send a CV and covering letter via the microsite link below:

<https://awsexecutive.com/micrositelgbtys-headofpartnerships>

Please e-mail helpdesk@lgbtyouth.org.uk if you need the information in an alternative format including large print. Shortlisted candidates will be invited for a two-stage interview process. The first interview will be held in Glasgow or Edinburgh.

ROLE PROFILE

Role Title: Head of Partnerships	Team: Relationships & Partnerships	
Salary: £ 48,086 (FTE) Hours: Full-time, 37hrs per week Base: Hybrid (with occasional national travel)	Reports to: CEO	Agreed by: Mhairi Crawford Date: Dec 2023
<p>Core Purpose of the Role:</p> <p>This is an important leadership role at LGBT Youth Scotland with a focus on leading our fundraising, communications and partnerships work across Scotland, ensuring long term sustainability financially and positive awareness of the charity is grown to ensure we can support LGBTQ+ young people across the country.</p> <p>The head of partnerships is responsible for:</p> <ul style="list-style-type: none"> • the long-term sustainability of the charity through partnerships, fundraising, statutory grants, trusts and foundations • leading the Relationships & Partnerships Team which includes the fundraising and communications functions of the Charity • the delivery and further development of fundraising in all forms, communications and partnerships in line with LGBT Youth Scotland’s organisational strategy 		

<p>Principal Responsibilities:</p> <p>Strategic:</p> <ul style="list-style-type: none"> • To work closely with the Chief Executive, Board and Leadership Team to effectively implement current and future strategy in pursuit of LGBT Youth Scotland’s vision. • To be a key member of the leadership team contributing to wider strategic and business development plans. <p>Financial:</p> <ul style="list-style-type: none"> • To set, oversee and ensure Resources and Partnerships budgets income and expenditure targets are within business plan targets and that budgets operate within organisational monitoring and reporting arrangements. •
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Leadership:

- Effectively lead, manage and support the Relationships & Partnerships Team, and through coaching, training and policy development, build the skills of the team to ensure a high-quality provision of work which supports the charity in delivering positive outcomes for young people.
- As part of the leadership team, manage strategic national partnerships across all sectors, working to build new impactful relationships.
- As part of the leadership team, lead key strategic projects including those bringing significant change for the charity, ensuring that risks and threats are robustly managed.

Governance:

- Along with the CEO and Leadership Team, report to the board on progress against key strategic objectives, providing information and accounting for team performance.
- To achieve, monitor and report against performance against targets relating to Relationships and Partnerships.

Income Generation and Fundraising

- Develop and deliver LGBT Youth Scotland's awareness and income goals with a focus on long term sustainability.
- To develop strong relationships and build partnerships, increasing income through donations.
- To develop opportunities and partnerships around key campaigns and identify future opportunities.
- To co-ordinate grant funding for the organisation, maintaining a 5 year pipeline.

Promotion of the Charity

- To develop and deliver strategic communications to raise the profile of LGBT Youth Scotland, further our reach, awareness of our impact, and fundraising.
- Ensure that our fundraising and communications are informed by young people and delivered in line with a culture of youth participation
- To represent the organisation in media in support of the CEO
- To train and support a portfolio of relevant clients as part of the delivery of the LGBT Charter programme.

Quality and Compliance

- To lead on fundraising and communications policies, ensuring they are up to date, relevant and fair in the current business environment
- To maintain the required level of confidentiality

Responsible Standards:

- To ensure that our work is of the highest possible quality and that it impacts positively on LGBTQ+ young people.
- To demonstrate exemplary leadership internally and be recognised as good ambassador externally.
- To work in line with the principles, values and standards in community learning and development.
- To ensure that all staff, partners, volunteers and young people of LGBT Youth Scotland are respected, valued and safe
- To understand and abide by the policies of the organisation including Health and Safety, Equality, Diversity & Human Rights, Confidentiality, and Safeguarding
- To carry out such other duties as agreed with the organisation.

CANDIDATE SPECIFICATION

	Essential	Desirable
Education & Qualification	<ul style="list-style-type: none"> At least 5 years senior level fundraising and communications experience 	<ul style="list-style-type: none"> Strategic leadership experience in the third sector Qualification in a relevant discipline Member of the Chartered Institute of Fundraising and/or marketing
Experience, Knowledge and Expertise	<ul style="list-style-type: none"> Significant and demonstrable leadership and management experience Demonstrable achievements in leading impactful projects, campaigns or appeals Experience of securing income across fundraising streams including community, events, individuals and trusts. Experience of managing media relationships Financial management and budgetary control Excellent interpersonal skills for developing and managing high quality relationships with partners including corporates, charitable trusts and foundations Excellent and engaging presentation and public speaking skills for events and training Experience of leading, motivating, managing and developing high performing teams, and supporting professional development Experience of project planning, evaluation and 	<ul style="list-style-type: none"> Knowledge of LGBTQ+ young people's experiences of life in Scotland Knowledge and understanding of human rights and children and young people's rights in Scotland Experience of working with children and young people Understanding of the youth work or CLD sector Committed to inclusivity and an understanding of diverse backgrounds beyond your lived experience Experience streamlining existing processes Experience of supporting HR processes and best practice

	<p>gathering and evidencing impact</p> <ul style="list-style-type: none"> • Knowledge of legislation, regulations and financial issues relating to fundraising and communications • Demonstrable ability to work with complex project management with a number of outcomes, stakeholders and funding authorities 	
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Critical Personal Attributes	
<p>Delivering results</p>	<ul style="list-style-type: none"> • Works in a values-led way • Maintains the highest personal and professional standards. • Ability to focus team and resources on the delivery of objectives and key outcomes • Ability to think strategically about sustainability of the work of LGBT Youth Scotland • Highly organised with a commitment to effective planning, delivery, monitoring and evaluation of work • Ability to adapt positively to change, solve problems and take on new challenges
<p>Personal effectiveness</p>	<ul style="list-style-type: none"> • Excellent interpersonal skills including written and presentation skills • Excellent organisation skills with a keen eye for detail • Ability to articulately and confidently communicate with others to convey key messages • Ability to build effective relationships with colleagues, funding authorities and external stakeholders • Comfortable and able to deal with challenging situations in a professional and positive manner • Ability to reflect on own practice and learn from own experiences and those of others • Ability to motivate and empower others

	<ul style="list-style-type: none"> • Ability and resilience to deal with high pressured workload and competing demands
Young Person centred	<ul style="list-style-type: none"> • Awareness and commitment to the inclusion of young people’s voices • Desire to collaborate with youth work/youth participation teams to ensure young people are at the heart of fundraising and communications
Working practices	<ul style="list-style-type: none"> • Able and willing to travel across Scotland to deliver work • Ability to work digitally and run training in a digital format • Ability to work flexible hours (including evenings) if necessary, with a time off in lieu (TOIL) system • Commitment to individual rights, equality, and anti-discriminatory practice • Actively seeks out opportunities to continually improve performance • Actively supports the Chief Executive and other colleagues on the Leadership Team in the achievement of LGBT Youth Scotland’s strategy