

## **EQUALITY NETWORK – JOB DESCRIPTION**

### **DEVELOPMENT WORKER: SCOTTISH TRANSGENDER ALLIANCE TRANSITION SUPPORT PROJECT**

#### **ORGANISATIONAL CONTEXT**

**The Equality Network** was founded in 1997 as a national organisation working for lesbian, gay, bisexual and transgender (LGBT) rights and equality in Scotland. In order to bring about our vision of an inclusive Scotland which celebrates diversity and where all LGBT are treated fairly we take a balanced approach, working at national, community, individual and cultural levels. We do this by; being an authoritative provider of information, advice and consultancy on LGBT equality and rights in legislation, policy and strategy; empowering LGBT communities to promote our equality and rights through community engagement and developing the capacity and skills of LGBT groups and organisations; and ensuring that LGBT people are informed about and are empowered to access their rights. All our work reflects the diversity of LGBT communities and identities. We do however recognise that more work is needed to reflect the experience and aspirations of transgender communities in Scotland and we therefore manage the **Scottish Transgender Alliance** in order to meet this need.

#### **1:                                   DETAILS OF POST**

**POST TITLE:**           **Development Worker**

**Starting Salary:**   **£ 22, 513**

**LOCATION:**            LGBT YOUTH Glasgow Office /  
Equality Network, 30 Bernard Street Edinburgh

**REPORTS TO:**        Director

## **2: ORGANISATIONAL RELATIONSHIPS**

The Development Worker will work with all Equality Network staff, but will have particularly strong ties, and be expected to co-ordinate activities, with the Scottish Transgender Alliance Project Co-ordinator.

To ensure the smooth running of the project the Development Worker will need to closely work with and engage local transgender community and support groups as well as organisations providing services to transgender people. The Development Worker will co-ordinate activities with our partner organisations; LGBT Youth Scotland and Stonewall Scotland.

## **3: RESOURCES**

The Development Worker will plan and organise life skills courses, other groupwork and training events, and other outputs within agreed budgets; following the Purchasing Procedure and Finance Policy of the Equality Network.

The worker will ensure that staff, volunteer and sessional staff expenses are submitted on a regular basis.

## **4: PRINCIPAL PURPOSE AND OBJECTIVES**

This is a three year project that will develop a co-ordinated programme of activities that will reduce the significant levels of social isolation and economic exclusion experienced by transgender people in Scotland.

## **5. MAIN DUTIES AND RESPONSIBILITIES**

### **Life Skills Course**

5.1 To increase the confidence, self-esteem and personal social skills of transgender people by developing, promoting and facilitating life-skills courses, expected to last 10 weeks per course.

5.2 To develop course content and programme.

- 5.3 To recruit and train a group of training support volunteers, sessional co-trainers and a sessional accredited counsellor to offer back-up support to participants and volunteers.
- 5.4 To promote courses, recruit group participants and in a supportive and therapeutically safe manner take a baseline assessment of the quality of life of the group participants and volunteers.
- 5.5 To evaluate courses and write evaluation reports.

### **Volunteer Support**

- 5.6 To increase the confidence, self-esteem and skills of transgender people who volunteer within the project.
- 5.7 To develop, with the support of the Director, a volunteer policy, volunteer development plans, and support and supervision mechanisms, as advised by Volunteer Development Scotland and other agencies.
- 5.8 To train and recruit volunteers, and organise and facilitate joint volunteer support meetings, with counselling back-up support.
- 5.9 To carry out initial assessments of the confidence, self-esteem and skills of new volunteers, in a supportive and therapeutically safe manner.
- 5.10 To carry out end of year individual assessments of confidence, self-esteem and skills with all volunteers, and formulate and agree personal development plans.

### **Peer Mentoring**

- 5.10 To improve the life skills and coping strategies and decrease the social isolation of transgender people by organising a peer mentoring and peer support scheme.
- 5.11 To develop an assessment methodology, referrals mechanisms and associated policies and standards.
- 5.12 To recruit community groups to participate in the scheme and ensure their support of the project through ongoing support, networking and dialogue.
- 5.13 To recruit and train volunteers, sessional counselling support and sessional support group facilitators

- 5.14 To carry out a baseline assessment of the participating community groups' capacity, skills and confidence in providing mentoring and peer support.
- 5.15 To develop an assessment tool for use with each new service user.
- 5.16 To organise an independent assessment of the scheme by a counselling/ mentoring agency.
- 5.17 To evaluate the scheme and provide reports on a regular basis.

## **6. DEMANDS**

- 6.1 As the post involves working with vulnerable adults, the worker will need to undergo an Enhanced Criminal Disclosure application during their probationary period.
- 6.2 The post necessitates regular evening work and work at weekends.
- 6.3 The post involves travel throughout Scotland, which occasionally will involve overnight stays.
- 6.4 The post-holder will need to be able to represent the organisation and more generally transgender equality and rights at a variety of planning and networking events and be able to do so with credibility and authority.
- 6.5 The post-holder will need to be able to manage differences of opinion and approach from the various community groups and volunteers they will work with, even when these may relate closely to people's core values, identity and beliefs, in a sensitive way which maintains working relationships which are dynamic and supportive.
- 6.6 The post-holder will need to maintain and respect absolutely the confidentiality of service users and volunteers.
- 6.7 The post-holder will need to be able to provide support and guidance to volunteers who are undertaking work that is often emotionally demanding and challenging.
- 6.8 The work of the project could be viewed as controversial by some external agencies and it is important that the post-holder is able to deal with any resultant complaints and criticisms in a positive and constructive manner.

## **7. KNOWLEDGE**

The Development Worker must be able to demonstrate;

An excellent understanding of the emotional and social support needs of transgender communities and individuals.

An understanding of equality, discrimination and human rights issues, particularly as they relate to transgender communities and individuals.

A sound understanding of the voluntary and community sector in Scotland, particularly representing transgender communities.

An excellent understanding of volunteer management, development and support.

A sound understanding of peer mentoring and participatory groupwork.

A qualification in counselling skills or a related discipline would be desirable.

### **Skills**

It is essential that the Development Worker should have the following skills:

Excellent people management skills

The ability to provide one to one emotional and social support, and to assess service user needs.

The ability to facilitate participatory groups.

An ability to work on their own initiative and to self-organise a complex programme of work and activities in a way that meets deadlines, milestones and targets.

Good report writing and other written communication skills

An ability to work in partnership with others and to liaise with external organisations

A demonstrable commitment to promoting equality and anti-discriminatory practice.

