

Job Description for Cool Co-ordinator for Leeds LGBT+ Community Consortium



Purpose of the role

Working with the Leeds LGBT+ Community Consortium (LLCC) and its partner agencies - Sage, Friends of Dorothy, LGBT+ Women's Space, and Project Freedom's Pride of Place - to design, deliver and evaluate an online programme of activities to meet the expressed needs of LGBT+ people who may lack support networks due to being older, unwell, disabled, or otherwise socially isolated by the Coronavirus pandemic.

Duration: 3 months Jan-March 2021, possible extension to June 2021

Fee: £900

Hours: 60 – 90 hours over 3 months commencing January 2021

Main tasks and duties:

- To consult with the LLCC Steering Group members on the design and delivery of the programme.
- To maintain regular contact with an LLCC advisor including regular updates regarding the progress of the programme.
- To liaise with partner agencies on programme content and carry out informal surveys with stake holder groups to inform programme content and delivery.
- To liaise with providers in the private, statutory and community sectors to identify and recruit sessional workers taking a 'value for money' approach to content delivery.
- To work with the LLCC and partner agencies to ensure wide engagement with the programme using a variety of media.
- To ensure LGBT+ groups in Leeds and surrounding districts engage with the programme through participation, collaboration, publicity and marketing using a variety of media.
- To work with a wide range of sources to publicise and market the programme using a variety of media.
- To liaise with digital providers on matters of content delivery, publicity, enrolment and audience participation.
- To participate in meetings, training events and programme activities in line with the needs of the project as agreed with the Steering Group.
- To uphold the aims, values, policies and procedures of the Leeds LGBT+ Community Consortium with specific reference to Confidentiality, Safeguarding and Data Protection.

Job Specification - What we need from you:

- Good understanding of the needs and experiences of one or more older LGBT+ communities, especially those who are restricted to their homes and socially isolated.
- Good working knowledge of social media and able to identify appropriate online sites for content delivery, publicity, enrolment and audience participation.
- Able to communicate feedback and achievements to LLCC, the wider LGBT+ community and across all stakeholders.
- Able to be self-motivated to organise, manage and perform work activities, meeting targets and deadlines, agreed with the LLCC Steering Group.
- Able to build welcoming, online communities to foster connectedness and strengthen audience participation.
- Able to co-ordinate people, resources and activities both internally and with external parties to ensure the smooth functioning and delivery of programme activities.
- Able to plan, organise and deliver activities online to improve the digital literacy of older LGBT+ people.
- Willing to undertake training to develop knowledge and skills required to deliver the programme and, to participate in training provision at the request of the LLCC Steering Group.
- Commitment to high standards of confidentiality, data protection safeguarding and equality.

Other desirable skills or knowledge:

- Project development
- Partnership working
- Community health
- Information and skills sharing
- Informal methods of data gathering
- Data monitoring and evaluation

This consultancy does not require any formal experience or qualifications, but applicants will be required to demonstrate their potential to meet the key requirements laid down by the LLCC Steering Group. Applicants are encouraged to use examples drawn from their life experiences to provide evidence of transferable knowledge and skills where there is an absence of formal employment. Lived experience of LGBT+ communities are also valid, together with a knowledge of the Leeds and surrounding area LGBT+ community.