



Candidate Pack



ABOUT US

LGBT Health and Wellbeing exists to help LGBTQ+ people across Scotland have somewhere to turn, somewhere to belong, and somewhere they can be themselves.

Since 2003 we've been improving health and wellbeing through counselling, helplines, community groups, support for trans and non-binary people, work with older LGBTQ+ people, LGBTQ+ New Scots, mental wellbeing programmes and national influencing work.

Today we're Scotland's national charity for LGBTQ+ adults. Every year thousands of people access our services because they need connection, support and hope.

None of that happens without our people.

From counsellors and development workers to volunteers, trustees and corporate staff, everyone plays a part in creating welcoming spaces where LGBTQ+ people can feel safe, valued and connected.

ABOUT THE LGBTQ+ ELDERS PROJECT

LGBT Health and Wellbeing provides safe, inclusive, and welcoming spaces where LGBTQ+ people aged 60 and over can connect with others, have fun, and take part in activities that support health and wellbeing.

Support includes group activities and a telefriending service, delivered by a team who understands what it means to age as an LGBTQ+ person.

The group activities involve community spaces where LGBTQ+ elders can meet new people, catch up with old friends, or connect with our local community.

Activities include:

- relaxed social meetups
- social outings in Glasgow
- film club in Edinburgh

THE ROLE

Supervisor	Jean Monaghan, Older People’s Development Worker jean@lgbthealth.org.uk 07516 553 274
Role Purpose	With staff and volunteer support, you will assist in supporting a casual worker then eventually lead with other volunteers to deliver the monthly social event which will be during the daytime from 1pm – 3pm. The social event is called: Coffee Posse: • We meet from 1pm-3pm on the First Thursday of each month • Coffee Posse is held at Dundee Volunteer and Voluntary Action, 10 Constitution Road, Dundee, DD1 1LL • All community members over 60 years are welcome to join us • No advance registration or sign-up required. • These meet- ups will observe LGBT Health and Wellbeing’s Safe Space Policy
Specific Tasks	• Set up & clear away at events (food prep, moving chairs, setting up tables, decorating space, washing dishes) • Welcome new people • Talk to people and help them feel comfortable and welcome, including keeping an eye for new attendees and helping ensure they feel welcome and comfortable • Promote other LGBT Health and Wellbeing activities and services • Alert staff to any concerns • Uphold safe space • Take responsibility for performing role in professional and safe way.

**Skills and
Qualities needed**

The role requires enthusiasm, energy, initiative and an interest in making the social event to feel welcoming, accessible, socialable and fun for older lesbian, gay, bisexual and transgender people, including those who are particularly marginalised and vulnerable.

Education

- Numerate and literate

Availability

- Out-of-hours availability (evenings and/or weekends) to attend training events.

Experience

- Previous experience of organising events
- Previous experience of promoting events and creating publicity materials

Knowledge and Technical Skills

- Good computer skills, including creating publicity documents (e.g. Microsoft Publisher)
- Broad range of ideas for events, suitable for older members of LGBTQ+ community
- Good research skills
- Knowledge and awareness of issues affecting the LGBTQ+ community

Personal Skills

- Reliability
- Ability to work under pressure, to a deadline
- Enthusiasm and commitment to creating and delivering a varied, successful and exciting events programme
- Good communication skills, both verbally and in writing
- Ability to work as part of a team as well as using own initiative
- Confidence to approach and persuade people to become involved and contribute their skills to sessions

**Time
Commitment**

Approx. **3 - 6 hours** each month, but this varies depending on availability

**Support and
training**

- All volunteers are required to attend a 3-hour Induction Training course around the policies and ethos of the organisation and working with our clients
- Volunteers will be given ongoing individual support and 1:1 Support and Supervision from a named staff member approx. every 6 months

	• Outside these meetings any issues of concern should be raised with your named person or Service Manager • Ongoing training opportunities around relevant issues will be offered
Expectations of Volunteers	• Willingness to abide by LGBT Health and Wellbeing's Policies • Willingness to use support systems • Commitment to attend on-going support meetings and training • Punctuality • Reliability in communication, especially to provide advance notice if unable to attend an event or meeting
Location of volunteering	Events will take place in Dundee Volunteer and Voluntary Action
What's in it for you?	• Valuable volunteering experience • The chance to develop your organisation skills and build confidence • Ongoing training and support to boost your skills and experience • Opportunities to meet new people, work with other volunteers and the wider team for peer support and social events • Make a difference to people's lives by contributing to reducing isolation and loneliness • Updates and news from LGBT health and wellbeing

Recruitment Process

This pack outlines the role and skills that we are looking for, as well as the selection process and timelines you can expect from us. We ask you to complete the application form.

Please note, that the deadline for applications is 5pm on Friday 30th October.

We will contact people who we are taking to the next stage of the process, **by Tuesday 3rd November.**



Please ensure that your application includes an **email** where you can be contacted.

If you have any questions, or if you would like to request an alternative version of the application form, please contact: **jean@lgbthealth.org.uk**

LGBT Health and Wellbeing is an equal opportunities employer. We aim to create an equal and fair volunteer recruitment process open to all. We commit to being accessible and welcoming to all the diverse communities and partners that we engage with. If there is anything that we can do to help you throughout this process, please let us know.