

Project Coordinator at Stonewall Housing

- Hybrid – some attendance at in-person events and delivering in-person training sessions will be required. Other than these in-person events, you have the choice of working from home or from Stonewall Housing's office.
- Occasionally, hours may be required during the evening and/or weekend, but these will be planned in advance and time off in lieu will be granted. Attendance in person for All Team meetings (near Stonewall Housing's Liverpool Street Office) is expected once a month.
- Full time – 35 Hours per week
- Closing date: 23 June 2024
- Interview dates: Week Beginning 8 July 2024
- Salary NJC Scale 21 – 25

You will be appointed at £30,825.00 (£34,439.00 with London weighting). We use the Stonewall Housing NJC salary scales, and the top end of the scale is £33,945.00 (£37,559.00 with London weighting).

The role:

Title: Project Coordinator

Reporting to: Stonewall Housing Training Lead

Direct reports: None.

Role context:

The LGBTQ+ HouseProud Pledge is a scheme that all social housing providers can sign up to, to demonstrate their commitment to LGBTQ+ equality and support. Housing providers who are signed up to the scheme need to show how they listen to LGBTQ+ residents, increase LGBTQ+ visibility, and provide specific LGBTQ+ training to staff – all to bolster a sense of belonging and inclusion for their LGBTQ+ residents.

The scheme was originally developed in response to [research](#) on LGBTQ+ people's experiences in social housing. Initially run on a volunteer basis by HouseProud, the network of LGBTQ+ people working in housing, Stonewall Housing became the delivery partner for the scheme last year. Supported by an advisory board of sector experts, the scheme is gaining momentum – 40 housing providers are now committed to the scheme. Join us in our ambition to grow the scheme even further, reaching more housing providers, and more LGBTQ+ residents, across the country.

In this post, you'll be coordinating the delivery and operations of the HouseProud Pledge scheme, as well as providing training for housing providers around LGBTQ+ inclusion. We want to meet someone energetic and proactive who can take the success of the Pledge scheme and run with it, taking ownership over its efficient day-to-day delivery and confidently expanding its reach and profile.

You can find out more about the Pledge scheme [here](#) and [here](#), and read this blog by the hiring manager [here](#).

**In the role, you will be:**

- Providing a reliable first point-of-contact for housing providers who are signed up, or who are thinking about signing up to the Pledge scheme.
- Managing the operations of the HouseProud Pledge scheme, including supporting organisations to sign up to the scheme, and managing the annual process of assessing evidence and accrediting housing providers.
- Promoting the Pledge scheme to housing providers, for example by planning virtual and in-person events.
- Taking part in external panels and speaking engagement opportunities, confidently representing the HouseProud Pledge.
- Supporting HouseProud Pledge signatories through the facilitation of forums for peer learning, and the creation of resources to support them in their LGBTQ+ inclusion journey.
- Evaluating the reach and the impact of the HouseProud Pledge scheme along with the scheme's Advisory Board, using data and evidence to monitor KPIs and track trends to support the Board to make informed decisions.
- Delivering engaging in-person and virtual training sessions and workshops to housing providers who are signed up to the HouseProud Pledge, empowering them to confidently meet the needs of LGBTQ+ people who are accessing their services.

Your experience:

- You will have lived experience of being LGBTQ+ or have an in-depth understanding of LGBTQ+ inclusion, with experience developing and/or implementing Equality, Diversity and Inclusion (EDI) initiatives.
- You will have experience coordinating projects, translating a 'big picture' strategy into smooth, reliable operations.
- You will have experience working with stakeholders from a range of different organisations.
- You will have experience delivering EDI training workshops, ideally focused on LGBTQ+ inclusion.

Your skills and attributes:

- Highly organised and motivated and able to work independently and with autonomy.
- Strong project management skills, including coordinating projects remotely and contributing to strategic planning.
- Excellent communicator, with an ability to build relationships and inspire confidence and respect at all levels.
- Credible, authentic and confident presenter, with an ability to deliver engaging presentations and training to suit the audience.
- Strong analytical and reporting skills, including the use of database and spreadsheet tools.
- Willingness to travel to promotional events and training across the UK when required.

Great to have, but not essential!

- Experience of working in the social housing sector
 - Proven success in event planning or coordination.
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More about who we are:

Stonewall Housing is the UK's leading by and for LGBTQ+ homelessness charity.

100% of our board of trustees are LGBTQ+ and a minimum of 80% of our staff are LGBTQ+.

We help LGBTQ+ people in the UK who are experiencing homelessness or living in an unsafe environment.

We provide safe accommodation, housing advice, mental health advocacy and support for people fleeing or have fled domestic abuse. Founded in 1983, we're the only charity in the UK working with homeless LGBTQ+ people of all ages.

We're a team of caring, driven people, fighting to end homelessness and ensure that everyone has a safe and secure space to call home.

Our Values:

- We are LGBTQ+ informed.
- We are tenacious.
- We are empowering.
- We are collaborative.
- We are inclusive.

What we can offer you:

Whatever stage of your career you may be at, we'll support you with the training and development that you need to reach your goals.

Our benefits include:

- Competitive salary.
- Flexible working.
- Generous annual leave – 30 days plus an additional 'Stonewall Housing' day off per year.
- Pension scheme.
- Employee Assistance Programme.

Applying for the role:

No formal qualifications are needed for this role, and we encourage everyone with the appropriate skills, experience and potential to apply.

We welcome applications from those who are able to understand and show empathy with our mission and purpose.

We're committed to building a diverse and inclusive workforce that represents the people we support; we welcome difference whether it's gender, gender identity or expression, race, disability, age, sexual orientation, religion or belief, marital status, national origin, or pregnancy and maternity status; so please be yourself!



We particularly encourage applications from candidates with lived experience of homelessness who we believe are an essential asset in our sector.

For more information about us, please visit our [website](#) and follow Stonewall Housing on our social channels.

If you have any questions about the role, or you'd like an informal chat about it, please reach out to alex@stonewallhousing.org

We rely on legitimate interest as a legal basis for processing personal information under the GDPR for purposes of recruitment and applications for employment.