



LGBTQ+ Adult Project Worker

Responsible to: Communications and Engagement Manager

Hours: Part time 6 hours

Salary: £13.45 per hour

Based: Fenny Stratford + outreach across Milton Keynes (for which travel expenses are paid)

Contract: Fixed term for 12 months (potential extension, subject to funding)

Closing Date: XX

Context

Q:alliance provides support, information and representation for LGBTQ+ people who live, work and socialise in Milton Keynes and surrounding areas. Our goal is to create safe, welcoming spaces and accessible resources to ensure that the LGBTQ+ community is visible, represented and supported.

Scope

The Adult Project Worker will facilitate up to three weekly provisions for LGBTQ+ adults, working collaboratively within the team to develop activities that reduce isolation, create opportunities for belonging, and strengthen participation within the LGBTQ+ community in Milton Keynes.

Sessions may take place at our centre in Fenny Stratford or at community locations across Milton Keynes, including Central Milton Keynes. Due to the nature of community-based group provision, most sessions take place during evenings, with some weekend working required to support community events and activities.

Main Responsibilities

- **Support, information and empowerment** - Develop and deliver resources, activities and events within group programmes. Create welcoming, safe and enjoyable environments where community members feel respected and included. Provide light-touch support and appropriate signposting to relevant services, and liaise with stakeholder organisations that support our community.
- **Co-production** - Encourage meaningful involvement from beneficiaries in shaping activities and services. Support individuals to take on participatory roles within the organisation, such as co-chairing sessions or contributing to programme development. Seek innovative ways to embed community voice within service delivery.
- **Inclusivity** - Ensure that services remain welcoming and accessible to a diverse range of LGBTQ+ people. Support activities that reflect varied perspectives, experiences and identities within the community.
- **Data capture and intelligence** - Support Q:alliance's commitment to sustaining a contemporary data and monitoring mechanism, guaranteeing we can deliver thorough evaluations of our services and competent feedback to our funders and stakeholders on the efficacy of our work.

Skills and Experience

Expertise

- Experience supporting individuals or facilitating group activities
- Ability to plan, deliver and evaluate a diverse range of activities
- Knowledge of the challenges affecting the LGBTQ+ community
- Understanding of mental health and approaches to building resilience
- The ability to follow policy and procedures in relation to recognising, recording, and responding to safeguarding concerns and liaising with the Designated Safeguarding Lead
- Ability to maintain confidentiality
- Confidence to plan and lead activities independently and work as part of a team

Communication

- A general level of education evidencing good literacy skills and record keeping
- A confident and engaging communication style
- Ability to motivate and inspire participants
- Confidence communicating with partner and stakeholder organisations

Behaviours

- Demonstrates clear professional boundaries
- Passionate about equality and the rights of LGBTQ+ people
- Commitment to co-production and community involvement
- An ability to listen with empathy and act with compassion
- Model conduct essential for successful teams, such as reliability, honesty and courage

Desirable (non-essential)

- Qualifications and training in mental health first aid, or the desire to gain relevant qualifications.
- Data, monitoring, and impact training, including up to date GDPR certificate (2 years)
- LGBTQ+ lived experience
- Volunteer management experience
- Full UK Driving License

Other

- Ability to work flexibly
- Commitment to further personal development and training
- This role involves working with members of the community and may involve contact with adults who could be considered vulnerable. As part of our commitment to safeguarding, the successful applicant will be required to undergo an Enhanced Disclosure and Barring Service (DBS) check. Appointment to the post will be subject to satisfactory DBS clearance and references.
- We are particularly interested in receiving applications from individuals from underrepresented communities within the LGBTQ+ community and those with lived experience of marginalisation

What you'll bring to the team

You will work collaboratively with the adult services team to strengthen Q:alliance's adult provision and ensure that our services continue to meet the needs of the LGBTQ+ community.

The role will contribute to creating safe and welcoming spaces in line with Q:alliance's Safer Spaces policy, helping ensure consistency and quality across our different adult programmes.

All staff are required to adhere to Q:alliance safeguarding policies and procedure

The Adult Project Worker will have responsibility for the following documents.

- Session registers and monitoring data
- Overview and evaluation forms
- Basic activity reports where required