

elop: Job Application & Information Pack
LGBT+ Community & Events Worker – 30-37 hours/ week

This pack is divided into three sections:

Section 1

This section gives you a brief overview of the purpose of the LGBT+ Community & Events Worker Post, along with a general overview of elop, its core services & main activities.

Section 2

This section outlines the abilities and experiences that are required for the LGBT+ Community & Events Worker position, including a job description and person specification, plus elop's policy statements for equality, diversity and confidentiality.

Please read this section carefully & see if your own abilities & experience match the post requirements before you decide to apply.

Section 3

This section describes the application process for recruitment and selection to the above position.

Included with this pack you will find:

- an application form;
- guidance notes for completing the application form & preparing for interview; &
- an equalities monitoring form.

N.B. because of the nature of this job, if you are successful in your application you will be subject to a criminal records check from the Disclosure and Barring Service. This will be done by applying for an 'Enhanced Disclosure' which will include details of **all** Police cautions, reprimands, or final warnings, as well as convictions.

elop will consider any records held carefully and your application will not be prejudiced by records that do not relate to the job being advertised.

Section 1

LGBT+ Community & Events Worker Remit

This is an exciting job opportunity to join a dynamic & committed team, in a key frontline role working directly within our LGBTQ+ community events, forum and group support services. In this role you will have opportunity to develop, support & deliver community activities & events; design, administer, & facilitate group programmes, sessions and workshops; provide LGBTQ+ affirmative support & awareness raising; support & empower LGBTQ+ community members; promote, market & administer services & events; plus support & supervise sessional staff & volunteers.

You'll have a key role providing LGBTQ+ affirmative support and empowering LGBTQ+ communities/ community members, whilst providing an LGBTQ+ affirming, health and wellbeing group programme and sessions, which are accessible and inclusive of those who experience mental health difficulties and/ or are socially isolated.

You will have the opportunity to work with other organisations and lead the work of our LGBTQ+ community forum. This role will present opportunity to work innovatively & responsively to current issues & concerns impacting the LGBTQ+ community, offering opportunity to raise the visibility and inclusion of LGBTQ+ people in local decision making to enhance their voice.

elop's LGBTQ+ Community Events, Forum, and Group Support Services.

Within our Wellbeing Services, elop has for many years been delivering a diverse range of LGBTQ+ community activities and events, community forums, and numerous programmes of weekly, fortnightly, and monthly varied groups and meetups, plus LGBTQ+ youth services, LGBTQ+ group befriending programmes & support, and community volunteering opportunities.

Our current events, forum and group support service includes:

- designing varied in-house and external LGBTQ events, activities, and workshops
- hosting and delivering a varied and diverse annual programme of LGBTQ+ community events, specifically within and for the London Borough of Tower Hamlets which have included poetry evenings, family fun afternoons, Pride celebrations, conferences; film screenings, and World AIDS Day concerts amongst much more
- coordinating, delivering, and supporting Tower Hamlets LGBTQ Community Forum
- designing, delivering, and facilitating varied group programmes to for our weekly, fortnightly, and monthly dedicated LGBTQ groups

Our community wide events and activities directly support numerous LGBTQ+ individuals & groups and assist in promoting LGBTQ+ mental health and wellbeing. Additionally, through wider partnership working with mainstream organisations, services and venues, and delivering successful integrated and inclusive events, we aid in raising increased LGBTQ+ awareness and promotion of LGBT+ equality, diversity, and acceptance of difference.

Initially, most of this work will take place remotely, via online home-based working whilst we relocate to new premises.

elop Organisational Information

elop is an award-winning LGBTQ+ mental health and wellbeing charity with over 28yrs years' experience of providing high quality, professional, LGBTQ+ affirmative mental health and wellbeing services to LGBTQ+ communities across London and South Essex; along with advocating and providing LGBTQ+ voice, consultation, awareness raising, and dedicated LGBTQ+ education programmes and training services to professionals, schools, education services, and the non-profit, public, health and corporate sectors.

All elop services aim to promote the mental health, health, and well-being of all LGBTQ+ people, which may include those who self-define as lesbian, gay, bisexual, transgender, or who have same-sex attractions or partnerships, are same-sex sexually active, are questioning sexual orientation, and/ or identify as non-binary, genderqueer, genderfluid, intersex, or are questioning gender identity.

Our ethos derives from our belief that one area of health & well-being, whether this be emotional, mental, psychological, physical, sexual, social, or even community, cannot be fully achieved or maintained without recognition of the opportunity for all concerns of our 'whole' self to be addressed. By having a range of mental health and wellbeing services elop can refer those using one service to another service for additional support, information, or advice as appropriate.

All elop services are provided by LGBTQ+ community members who are appropriately trained, qualified and/ or highly experienced in their area of practice.

elop's direct support services include:

LGBTQ+ Community Counselling – the UK's largest LGBTQ+ low-cost counselling service, which includes:

- adult 18+ counselling
- relationship/ couples counselling
- youth counselling
- occasional family support

Heads-Out: Mental Health Support – a dedicated LGBTQ+ mental health crisis prevention, intervention & support services, which comprise of a range of psychoeducation, individual and group support, including;

- individualised mental health & safety plans
- LBT+ women's trauma support group
- LGBTQ+ mental health peer support group
- Trans and non-binary support group
- mental health befriending programme

LGBTQ+ Wellbeing Services - comprising of a wide range of support & intervention, programmes, groups, activities & events, including;

- weekly over 50s LGBTQ+ social support group in Tower Hamlets
- twice monthly 18-25's LGBTQ+ young adults' group
- weekly LGBTQ+ social support group in Tower Hamlets
- weekly LGBTQ+ asylum support group
- monthly LGBTQ+ activities programme
- monthly LGBTQ+ Rainbow Families (parents & children) meet-up & activity session

- Tower Hamlets LGBTQ+ community forum & events; giving voice to LGBTQ+ community through bringing community together with local policy makers, professionals, and key service providers to celebrate and advance greater LGBTQ+ inclusion, positive practice and change for all

Youth Out East Service - LGBTQ+ children & young people's services, including;

- 1:1 mentoring support for 12-24s
- weekly 12-15s LGBTQ+ youth group
- weekly 15-18s, LGBTQ+ youth group
- schools LGBTQ+ awareness education & training programmes for students & pupils to address issues of homo, bi, & trans phobic bullying, and to raise the visibility of LGBTQ+ young people etc.

Education & Training Services – providing a range of LGBTQ+ affirmative CPD training workshops, Q&A's, consultation, training programmes and/ or courses, many of which are often bespoke; along with a Foundation Course in LGBTQ+ Affirmative Counselling skills, and newly launched qualifying counsellor training - our Advanced Diploma in Integrative LGBTQ+ Affirmative Counselling.

Representation, consultation, & partnerships - elop is highly engaged in a range of collaborative work with local partnerships, statutory and other mainstream service providers to advocate for and provide a stronger & cohesive LGBTQ+ voice.

Volunteering Opportunities – elop has a dynamic programme & variety of opportunities for LGBTQ+ community members to volunteer, contribute to the services, activities, and events of elop, including group facilitation, befriending, fundraising and management board membership, amongst many other openings to join our committed volunteer teams & be part of making a genuine difference where and when it matters most.

Section 2

Job Description: LGBT+ Community & Events Worker

Responsible to:	Director of Wellbeing Services
Responsible for:	Occasional sessional workers, students, and volunteers
Budget Responsibilities:	Nil
Salary:	£25,375 including London Weighting for 37 hours/ week or pro rata for 30 hours

Job Purpose, Responsibilities, and Activities

1. Take a lead role in coordination, design, delivery, administration, monitoring, evaluation, and development of elop's community forum, events, and associated groups/ group programmes.
2. Set-up, deliver, and support monthly LGBTQ+ forum meetings and associated activities, including comms and production of a monthly newsletter.
3. Liaise and work in collaboration with event and forum partners and funders.

4. Design, plan, and deliver LGBTQ+ affirmative, inclusive, and accessible activities, workshops, events, and group programmes.
5. Provide occasional individual support, guidance, signposting, to forum or group members.
6. Support and enable all LGBTQ+ community members, particularly those marginalised, vulnerable, excluded and/ or have additional needs, to fully participate in activities, group sessions, meetings, and events.
7. Support, empower, enable, and create opportunity for LGBTQ+ forum members to have an active voice in wider community issues and local borough life.
8. Receive and process event enquiries & bookings, forum membership applications, and referrals to groups.
9. Contribute to the training and development of sessional staff, placement students, interns and/ or volunteers.
10. Supervise, support and line-manage allocated sessional staff, placement students, interns and/ or volunteers incl. providing activity and session debriefs.
11. Ensure the safety and wellbeing of all is always maintained.
12. Maintain accurate service records, monitoring data, and evaluation forms etc.
13. Actively encourage involvement and feedback from those using elop services, to support future activities and service development.
14. Contribute to periodic service reviews, evaluations, monitoring, and other reports for funders, Chief Executive, and Board.
15. Build effective working partnerships that support and enhance elop's community forum, events, groups, and associated work.
16. Market, promote, and widely publicise events, groups, and forum activities and services to a diverse audience, engaging effectively via all form of media and relevant digital platforms.
17. Provide awareness raising information and training on LGBTQ+ needs, as appropriate to role.
18. Actively partake in team meetings, line-management, and supervision.
19. Work within all organisational policies and procedures, observing confidentiality, GDPR and safeguarding policies, and actively promote & implement the organisation's commitment to trauma informed practice, equality of opportunity, diversity, and anti-discriminatory practice.
20. Keep up to date with changes in legislation and other developments that relate to LGBTQ+ people.
21. Attend training and other relevant identified CPD opportunities.
22. Be responsible for and carry out any relevant financial, monetary, and event cash float procedures.
23. Contribute to the general staffing and administration of elop, including undertaking occasional reception duties, dealing with correspondence, and welcoming service users and visitors.
24. Understand, promote, and support the overall work of elop.
25. Undertake occasional other duties commensurate with the purpose, role, responsibilities, duties and/ or activities of the post, and/ or as directed.

Person Specification: LGBT + Community & Events Worker

Listed below are the minimum essential requirements for the above position. These could have been gained through employment or volunteer work experience and/ or personal life experiences.

1. Personal knowledge and understanding of the lived experience and current needs of LGBTQ+ communities.
2. Commitment to promoting & supporting the needs of LGBTQ+ communities & valuing the lived experiences of LGBTQ+ people.
3. Experience of providing services to LGBTQ+ people, in particular those hard to reach, isolated, and vulnerable.
4. A relevant qualification in education, training, youth and community work, health, counselling, or social care.
5. Experience of developing and delivering services.
6. Experience of working within a group setting and/ or running activities.
7. Experience of empowering, enabling and supporting people.
8. Ability to support and enable participation and inclusion of people with mental health support needs, learning disabilities and/ or other needs.
9. Experience working on own initiative and part of a team.
10. Experience of partnership and/ or multi-agency work.
11. Ability to work in a way that values and respects diversity and difference.
12. Experience of operating clear and effective ethical and professional boundaries within all areas of work.
13. Experience of providing supervision and/ or support to either staff and/ or volunteers.
14. Computer literate, especially MS Outlook, Excel, and ability to produce electronic publicity material.
15. Ability to plan, prioritise, organise, and administrate workload to effectively meet deadlines.
16. Ability to produce and present both written and verbal reports and other written resources.
17. Ability to record, monitor and evaluate against agreed objectives.
18. Ability to work collaboratively and negotiate effective working relationships.
19. Ability to communicate clearly and effectively across all levels.
20. Ability to maintain ethical boundaries and professional conduct at all times.
21. Understanding of need and ability to work within all relevant organisational policies and procedures and other required legal, professional, and ethical protocols.
22. Ability to work effectively in a team, demonstrating loyalty and commitment to the organisation and other team members.
23. Ability and willing to travel as necessary and work some evenings and occasional weekends.

Equality, Diversity, and Inclusion Policy Statement

This policy aims to outline elop's commitment to ensuring equality of opportunity and equal treatment for staff, volunteers, service users, visitors, and Trustees in terms of employment, access to services, any involvement with elop, and to provide guidance on anti-discriminatory practice. This policy is intended to assist elop to put this commitment into practice. Compliance with this policy should ensure that employees do not commit unlawful acts of discrimination and that our employment practices and service delivery are non-discriminatory and, as far as possible, fully inclusive. elop through this policy and others aims to

- Promote equality of opportunity
- Celebrate and value diversity
- Eliminate unlawful direct and indirect discrimination

We recognise and acknowledge the diversity of our society and that certain groups and individuals within society experience prejudice, discrimination, and oppression.

We are committed to challenging and eradicating the prejudice, discrimination and oppression faced by people on the grounds of age, disability, gender, gender reassignment, pregnancy or maternity, race (including colour, nationality, and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership.

Wherever possible, elop will actively involve those groups and individuals who have traditionally faced discrimination and oppression in the running of the organisation and in the planning and development of our services. We also recognise that we may need to take positive steps to encourage previously marginalised and disadvantaged groups to use our services or apply for volunteer posts and paid employment.

elop expects all staff and unpaid volunteers to demonstrate an understanding of, and an active commitment to, this policy. As an employer and deliverer of services, elop believes that all those using, visiting, contacting, and working for the organisation have the right to expect equality, respect, and a non-oppressive and safe environment. This policy is intended to support and ensure this.

Confidentiality Policy Statement

elop is committed to providing confidential services to all people using, visiting, or contacting the organisation. elop believes that the principles of confidentiality must be integrated across all aspects of services and management. elop believes that all those using, visiting, or contacting the organisation deserve the right to confidentiality and privacy to protect their interests and to safeguard the services of elop.

The purpose of confidentiality is to ensure privacy and safety for all people using, visiting, or contacting the service. All employees, whether paid or unpaid, must demonstrate a thorough understanding and practising commitment to the organisation's confidentiality, privacy, and associated GDPR policies, and the need for upholding all.

Section 3

Application Process

Applicants that adequately demonstrate through their application form the necessary skills and abilities, as set out in the person specification, will be invited for interview.

If you do not hear from us by the date given in your covering email then you have not been short-listed for interview on this occasion. N.B. we do not provide feedback.

Whilst we are currently operating remotely, all interviews will be conducted only online.

References will be requested only after a successful interview.

The appointed applicant will be requested to take up post immediately available.

An initial induction will be organised upon commencement.

Application Form

Once the application and equalities monitoring form have been completed please save and submit electronically to recruitment@elop.org by the closing deadline given in your covering email.

N.B. You will initially be homebased working until we return to full time office-based working later in 2024. Some of the work will be delivered in-person and directly within the borough of Tower Hamlets.