



Job Description

Job Title:	London Engagement Officer
Hours:	Part Time, 28 hours a week
Reports to:	Head of Membership and Engagement
Remuneration:	£26,491 plus pension contributions
Based:	Home-based in London with frequent travel across the City (when safe to do so).
Terms:	3 year contract, 25 days annual leave entitlement

Please note: We have listened to feedback on this role and made some slight adjustments to the job description and person specification to make it easier to understand.

Consortium has implemented practices that aim to reduce bias in our recruitment process. The people screening applications will only see the answers provided on the job description related questions asked on our application form. They will not see any of the applicant's personal information on their CV until after the initial sifting. This means we judge each candidate on their knowledge, skills, and experience alone by:

- Blinding – when we view answers without any other contextual data.
- Chunking – when we view each answer in isolation.

We particularly welcome applicants from underrepresented groups, including people of colour or people from BAME (Black, Asian, Minority Ethnic) communities, People of Colour, women, trans and non-binary people and people who are older (50+). Equity is important to the success of our team and work. We don't want any barriers to applying so if you want to discuss particular aspects of our approach, or get a better understanding of whether Consortium is right for you, then please contact Paul, our CEO, on paul@consortium.lgbt.

Benefits

Consortium has been working as a virtual organisation for nearly 9 years with a team spread across the UK, all working from their own homes. A working from home payment, of a discretionary amount in line with HMRC guidance, is made to all staff to contribute to costs that might be incurred through this way of working.

Consortium encourages its team to maintain a good work life balance. Staff are encouraged to take time off in lieu for any hours worked beyond their contracted hours.

Consortium's core hours are between 10am and 3pm and staff can agree regular working patterns with their line manager.

Consortium has an auto-enrolment pension scheme, which all eligible employees benefit from.

Role Purpose

Consortium hosts the UK's largest network of LGBT+ organisations with over 400 Members.

We have received further funding from City Bridge Trust Fund to increase support for LGBT+ Groups across London as we live through and emerge out of the Covid-19 pandemic.

We are in the position to recruit an Engagement Officer to join our team working with our Members in London, with support from the wider UK Engagement Team.

This role will support the development of LGBT+ organisations and communities across London by looking at the way our sector generates income. It will take learning from our Members and wider Engagement Team, and explore new relationships with Local Borough Authorities and Pan-London Authorities to ensure the needs of our diverse LGBT+ communities are being addressed in their funding and policy development.

Consortium's Engagement Officers also provide direct one to one support to the staff, volunteers and trustees of LGBT+ organisations so that they can deliver vital services and effectively run their organisations.

Main Duties

- Provide online and in-person (when safe to do so) 1:1 support and guidance to LGBT+ organisations around income generation.
- Provide support and guidance to LGBT+ organisations on building relationships with Local Authorities and Pan London Authorities.
- Build relationships with Local Authorities in Greater London and identify key stakeholders involved in the commissioning process
- Plan, organise and host ‘open surgeries’ providing support to LGBT+ organisations at a range of locations across London, particularly the outer boroughs
- Explore the future of LGBT+ community infrastructure, including the use of shared office and service delivery spaces.
- Ensure LGBT+ groups working with the most marginalised communities have access to support and routes for collective action to explore future funding opportunities.
- Build and maintain strong relationships with intersecting civil society sectors and organisations in order to develop and facilitate collaborative opportunities
- In conjunction with the Engagement Team, design and deliver training sessions in line with the needs of LGBT+ services across London
- In conjunction with the Engagement Team, identify key sustainability and resilience issues for the LGBT+ sector and contribute to creating solutions that will address them

General Duties

- To work as part of a virtual team, embracing online communication and collaboration tools
- To be able to work effectively and efficiently in an unsupervised environment
- To be able to travel frequently across London (when safe to do so)
- To act at all times in the best interest of Consortium and its Membership
- To prepare for and attend regular supervision sessions, conducted by the Head of Membership and Engagement
- To carry out other duties as may from time to time be reasonably required

Person Specification

Essential

- Experience of delivering direct community development support to voluntary and community organisations
- Demonstrable knowledge of LGB & Trans issues, including intersectional issues
- Knowledge of Local Authority and Pan-London structures
- Experience of facilitating effective meetings
- Demonstrable ability to deliver effective & engaging training sessions
- An understanding of cross-cutting and intersecting issues for LGB & Trans communities
- Ability to work well as part of a small remote team
- Ability to be self-motivated and ability to take initiative
- Ability to produce high-quality written reports

Desirable

- Knowledge and experience of the commissioning environment
- Experience of working within the LGB&T voluntary sector
- Experience of working within the public sector
- Ability to motivate and engage hard to reach stakeholders
- Experience and knowledge of gathering information for funding applications

These skills and competencies will be tested in the application form and subsequently within the interview process.

Applications

Deadline for applications is Thursday 3rd Dec at 5pm.

Interviews will take place via a virtual video conference platform on Tues 8th December.

You can access the online application form here: APPLY. You will be required to provide a copy of your CV and answer three questions specific to this job.

If you cannot access the online form, or would prefer a Word version of the application form, please contact recruitment@consortium.lgbt. These will be processed in the same way as online submissions.

For more information about the role or Consortium please contact Briony, Consortium's Head of Membership and Engagement, on briony@consortium.lgbt or 020 7064 6500.