

London Engagement
Officer

Recruitment pack

December 2023



CONSORTIUM
for stronger lgbt+ communities

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CONSORTIUM
for stronger lgbt+ communities

Funded by



**CITY BRIDGE
FOUNDATION**

Key summary of the role

Job Title:	London Engagement Officer
Hours:	Full time, 35 hours per week (Please note, Consortium is trialling a 4-day week, which equates to 30 hours per week for a full-time role)
Reports to:	Head of Membership and Engagement
Remuneration:	Between £26,491 - £28,674, plus 5% pension contributions
Based:	Home-based in the London area, regular travel within London will be required.
Terms:	2-year contract, 25 days personal annual leave entitlement plus bank holidays (pro rata under 4-day week trial)
Deadline:	2pm Monday 8 th January 2024 Interviews will take place Thursday 25th January 2024

If you are appointed to this role, your duties will include (full job description can be found on page 4):

- Working with the London Engagement Lead to ensure that our London Members always have access to a range of relevant support, resources and opportunities.
- Working closely with the Racial Justice Engagement Officer and the Trans Organisations Engagement Officer to ensure that our work always has an intersectional focus.
- Building and maintaining relationships with key organisations and people in the London LGBTQIA+ sector to foster collaborations and partnerships that strengthen the sector.
- Ensuring London LGBTQIA+ groups working with the most marginalised communities have access to support and routes to collective action.

We are committed to improving representation across our organisation and believe that Consortium's team should reflect our diverse communities. We are particularly keen to hear from people with an understanding and appreciation of the specific and intersectional issues faced by communities this project will engage, including from lived experience.

What we do

We are a national specialist infrastructure and membership organisation. We work to build the resource, sustainability and resilience of LGBT+ groups, organisations and projects so that they can deliver direct services and campaign for individual rights.

We work with LGBT+ groups

We offers range of practical support for people who run LGBT+ groups, projects and networks.

We build networks

We facilitate a range of thematic networks across the LGBT+ sector.

We generate impact data


We aim to help LGBT+ groups identify the changes their work is making and how to demonstrate.

We award grants

Through our LGBT+ Futures: Equity Fund we award grants to LGBT+ groups

We champion collaboration


We are leading a range of innovative collaborations that have brought over 50 LGBT+ groups together to develop and deliver projects.



We work to provide the resources LGBT+ groups and organisations need to thrive and build a strong case for support



We support the growth and development of LGBT+ groups and organisations



We support LGBT+ groups and organisations to prepare for, respond and adapt to the changing environment

Working with us

We work very hard to maintain a supportive and friendly work environment and we pride ourselves on our organisational culture that centres team wellbeing and thriving employees.



Employee benefits:

- Working from home (we have been working fully remotely for 11 years!)
- Trialling 4-day working week
- Discretionary working from home payment
- Flexible working environment
- Auto-enrolment pension scheme
- Birthday leave
- Consortium days leave over the festive period

Job description

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Consortium has implemented practices that aim to reduce bias in our recruitment process. When reviewing applications, the information provided in your covering letter will be viewed independently, without access to information from your CV or the personal details provided.

We are committed to improving representation across our organisation and believe that Consortium's team should reflect our diverse communities. Additionally, the focus of this post is proactive engagement with trans and non-binary communities. With that in mind, we are particularly keen to hear from people with an understanding and appreciation of the specific and intersectional issues faced by communities this project will engage, including from lived experience.

Appointments will be based on merit. Equity is important to the success of our team and work. We don't want any barriers to applying so if you would like 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.

Background and role purpose

Consortium hosts the UK's largest network of LGBT+ organisations with over 550 Member organisations and 15 members of staff, who are based across the UK.

Over 200 of our Members are based in London. Thanks to funding from City Bridge Foundation, we are recruiting for this post to increase the capacity of our London team. The successful applicant will work alongside Consortium's London Engagement Lead, Trans Organisations Engagement Officer and Racial Justice Engagement Officer, providing direct support to the London LGBTQIA+ voluntary sector, supporting staff, volunteers and trustees to effectively run their organisations and deliver vital services to our communities.

Main duties

- Work with the London Engagement Lead to ensure that our London Members always have access to a range of relevant support, resources and opportunities.
- Work closely with the Racial Justice Engagement Officer and the Trans Organisations Engagement Officer to ensure that our work always has an intersectional focus.
- Provide online and in-person support and guidance to London LGBTQIA+ organisations.
- Work closely with London Member organisations and the wider Engagement team to ensure our work is always informed by and addresses the support needs of our Members.
- Build and maintain relationships with key organisations and people in the London LGBTQIA+ sector to foster collaborations and partnerships that strengthen the sector.
- Ensure LGBTQIA+ groups working with the most marginalised communities have access to support and routes for collective action.
- Work collaboratively with the Engagement team and our Member organisations to design and deliver workshops that address relevant needs and challenges in our membership and wider sector.
- Work collaboratively with the Engagement team to identify and address key sustainability and resilience challenges for our membership and the LGBTQIA+ sector.
- Build and maintain relationships with key organisations and people beyond the London LGBTQIA+ sector (local authorities, pan-London authorities, funders, the voluntary sector, the civil society sector etc).
- Explore the future of LGBTQIA+ community infrastructure, including the use of shared office and service delivery spaces.

- Encourage new London-based LGBTQIA+ organisations to engage with Consortium.
- Work with the London Engagement Lead to collate and share relevant London news and opportunities with London Member organisations.

General duties

- Schedule and facilitate online and in-person meetings and events such as community forums, network meetings and round tables as required.
- Work as part of a small, remote team, embracing online communication and collaboration tools.
- Work effectively and efficiently in an unsupervised environment.
- Communicate regularly with relevant team members.
- Act at all times in the best interest of Consortium and its Membership.
- Carry out other duties as may from time to time be reasonably required.

Person specification

Essential

- Experience of working with London LGBTQIA+ organisations
- Demonstrable knowledge of the issues facing LGBTQIA+ communities and organisations
- Experience of community development work, motivating and engaging marginalised and under-resourced groups
- Self-motivated and able to take initiative
- Experience of facilitating effective meetings both online and in person
- Experience of developing strategic relationships with a range of key organisations
- Working knowledge of core Microsoft Office products (Outlook & Word)
- Experience of, and strong commitment to, effectively communicating all aspects of delivery with wider team and external partners

Desirable

- Experience of produce policy statements and positions
- Experience of working in the LGBTQIA+ sector
- Experience of providing direct support to voluntary and

- community organisations
- Knowledge of small charity governance
 - Experience of fundraising
 - Experience of using a CRM (Customer Relationship Management) system

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

Applications

Deadline for applications is **Monday 8th January 2024 at 2pm.**

Interviews will take place via a virtual video conference platform on **Thursday 25th January 2024.** Access needs will be met for interviews.

[CLICK HERE](#) to access the online application form. You will be required to provide a copy of your CV and a cover letter focussing on how your experience links to the skills and person specification outlined in this job description, including examples.

If you cannot access the online form, or would prefer an alternative format, 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 on briony@consortium.lgbt or 020 7064 6505.