

Trans Organisations
Engagement Officer

Recruitment pack

August 2022



CONSORTIUM
for stronger lgbt+ communities

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Funded by



Key summary of the role

Job Title:	Trans Organisations Engagement Officer
Hours:	Part-time: 21 hours (3 days) per week
Reports to:	Head of Membership and Engagement
Remuneration:	£25,482 - £27,582 (dependent on experience) pro rata, plus pension contributions
Based:	Home-based, in the London area, with frequent travel across the City and occasional travel more widely across the UK
Terms:	Initial 18-month contract, 25 days annual leave entitlement (pro rata), plus pension contributions
Deadline:	1pm Monday 5 th September

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

- Recruiting and retaining groups to the Trans Organisations Network (TON) and maintaining an up-to-date contact list of TON Members.
- Regular contact with TON Members to identify themes and issues affecting the trans sector.
- Scheduling and facilitating monthly TON meetings online and other sessions such as community forums and round tables as required.
- Consultation with TON Members and drafting of position and briefing papers on important issues for the sector.
- Encouraging new trans-led organisations to engage with TON and LGBT+ Consortium.

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.

What we do

We are the specialist infrastructure and membership organisation for the UK LGBT+ voluntary and community sector. We work to build the resourcing, 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 offer a 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 help LGBT+ groups to identify the changes their work is making and how to demonstrate them.

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 remotely for more than 10 years!)
- Discretionary working from home payment
- Flexible working environment
- Core hours between 10am-3pm
- Auto-enrolment pension scheme
- Birthday leave
- Trialling staff counselling offer

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.

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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 around 550 member organisations and 14 members of staff, who are based across the UK. We also host the Trans Organisations Network (TON), which has over 50 trans-led organisations engaged. Thanks to funding from City Bridge Trust, plus additional core funding, we created a dedicated role to lead on the support of that network as well as our wider work with trans-led groups and organisations.

Consortium operates as an office-less organisation, so it is important we maintain agile and efficient systems. The team share on an online, secure, filing platform and the majority of our day-to-day processes are conducted through this system. All new recruits will receive a full induction on our systems and how they operate, with ongoing support available.

Main duties

- Recruit and retain groups to the TON membership.
- Maintain an up-to-date contact list of TON Members.
- Regular contact with TON Members to identify themes and issues affecting the trans sector.
- Schedule and facilitate monthly TON meetings online and other sessions such as community forums and round tables as required.
- Consultation with TON Members and drafting of position and briefing papers on important issues for the sector.
- Encourage new trans-led organisations to engage with TON and LGBT+ Consortium.
- Build new relationships with a range of external stakeholders.
- Promote the work and voice of TON to a range of external bodies (e.g. the wider voluntary sector, private sector, media outlets).
- Work closely with Consortium's other networks (eg the Racial Justice Network) to ensure that work has an intersectional focus.
- Liaising with the wider Membership & Engagement team to identify the support needs of our Trans Member organisations.
- Work with the Comms Officer to increase the network's visibility.
- Collate relevant news items and opportunities to create and distribute a monthly network newsletter using MailChimp.
- In conjunction with the Senior Leadership Team (SLT), identify new funding opportunities for the ongoing development of TON.

General duties

- To work as part of a small, remote team, embracing online communication and collaboration tools.
- To be able to work effectively and efficiently in an unsupervised environment.
- To communicate regularly with relevant team members.
- To act at all times in the best interest of Consortium and its Membership.
- To carry out other duties as may from time to time be reasonably required.

Person specification

Essential

- Demonstrable knowledge of the issues facing trans and non-binary and wider LGB+ communities.
- 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 stakeholders.
- Working knowledge of core Microsoft Office products (Outlook & Word) or similar.
- Experience & strong commitment to communicating all aspects of delivery with stakeholders.

Desirable

- Experience of co-ordinating a network or similar body.
- Ability to produce policy statements and positions.
- Experience of working in the LGBT+ 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 1pm Monday 5th September.

Interviews will take place via a virtual video conference platform on Monday 12th September. 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.

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. Please ensure you address each point in the person specification in your covering letter, using appropriate 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 6500.