



Director of Volunteering and Youth Programmes: Job application pack

Welcome

Thank you for downloading this Director of Volunteering and Youth Programmes job application pack and for considering applying to work for Just Like Us.

This senior-leadership role is of vital importance to our charity and will be instrumental in further developing our flagship Ambassador Programme into a varied and diverse series of youth programmes and volunteering opportunities for LGBT+ young people across the UK.

We want to see how your experience meets the job description, but we are also looking for your enthusiasm for working with young people and your understanding of our work, so please ensure you are able to demonstrate this as part of your application.

This application pack contains both the Job Description and information on how to apply, but if you would like to discuss the role informally please don't hesitate to contact me at dominic.arnall@justlikeus.org to arrange a call.

The application deadline is 23:59 on Thursday 30 September. There will be a two-stage interview process, with the first interview taking place on Wednesday 6 October and the second interview will happen the following week.

We look forward to receiving your application,

Thank you,



Dominic Arnall (he/him)
Chief Executive, Just Like Us

Dominic has led the team at Just Like Us since the start of 2020. Previous to this he has worked for Mind, Stonewall and Shaw Trust, as well as serving on the board of Mind Out as Chair. He'll be leading the recruitment process and line managing the Director of Volunteering and Youth Programmes.

Summary

Just Like Us, the award-winning LGBT+ young people's charity, is recruiting a Director of Volunteering and Youth Programmes.

Our Volunteering and Youth Programmes team is responsible for leading our work with our cohort of 18 to 25-year-old LGBT+ volunteers. Our volunteers sit at the heart of what we do, and while they are our programme beneficiaries, they are also one of the key mechanisms by which we achieve wider change for LGBT+ young people through their volunteering in schools, workplaces and in carefully selected media opportunities

Over the next strategic period our ambition is to scale this programme into a nationally-recognised initiative, supporting over 1000 LGBT+ young people and reflecting the diversity and strength of our communities across the UK.

Your work as Director of Volunteering and Youth Programmes will enable us to:

- Hold responsibility for the Volunteering and Youth Programmes team including strategy and budgets
- Grow our Volunteering and Youth Programmes to meet the needs of LGBT+ young people that are eligible for our programme and to impact on all LGBT+ young people across the UK

In the five years since we were founded, Just Like Us has trained over 500 ambassadors who have spoken to more than 60,000 young people, worked with schools representing 2.8 million young people, garnered widespread media coverage and won multiple awards for our work. The Director of Volunteering and Youth Programmes will join an organisation that's expanding the coverage of LGBT+ inclusion work to young people from across UK regions, race and ethnicities, faiths, genders, abilities, social classes, LGBT+ identities and ages.

Salary: £45,000 per annum

Term: Permanent (with 6-month probation)

Leave: 25 days excl. Bank Holidays

Location: London (remote-working during pandemic)

Hours: Full-time

Please note that working outside office hours will occasionally be required.

About Just Like Us

Just Like Us is the **LGBT+ young people's charity** working to make education more inclusive and improve the lives of LGBT+ young people across the UK.

Our mission is to empower young people to champion LGBT+ equality. To do that, we run three key programmes: our Ambassador Programme, Pride Groups and School Diversity Week.

Our ambassadors are LGBT+ 18 to 25-year-old volunteers trained to speak positively and engagingly in schools about their experiences growing up LGBT+, championing equality and allyship.

All staff team members are passionate and purposeful about improving LGBT+ young people's lives, and we want to do this as effectively as we can. Therefore we show leadership and proactiveness at every level; record and use data thoughtfully; learn quickly from pilot initiatives; and measure our impact so that we know we're making a difference. We view the LGBT+ community as a coalition representing many different identities, experiences and challenges, and we work towards better inclusion, equity and allyship.

So far we've worked with over 60,000 pupils through our school talks and involved a further 2.8 million school students and teachers in School Diversity Week 2021. We've been featured in The Guardian, The i Paper, The Independent, ITV, GAY TIMES, and more. To find out more about our work and impact, explore our [website](#) and [YouTube channel](#).

The position

The Director of Volunteering and Youth Programmes is a vital role within the organisation, leading the charity's pioneering Ambassador Programme and line-managing the Volunteering and Youth Programmes Team.

Over the next few years you will be tasked with developing the Ambassador Programme into the number one volunteering opportunity for LGBT+ young people in the UK, creating a diverse and inclusive programme of training and volunteering opportunities aimed at supporting LGBT+ young people.

The position sits on the Senior Leadership Team and works closely with the Chief Executive as well as the Director of Education, Director of Development and Director of Communications and Media.

This role is responsible for developing our volunteering and youth programmes output to support growing numbers of LGBT+ young people across the UK to participate in one of our programmes, as well as managing and maintaining our growing community of 18 to 25-year-old LGBT+ ambassadors.

As Director of Volunteering and Youth Programmes, you will:

- Lead the Volunteering and Youth Programmes Team, including:
 - Creating the team's annual plan and budget, targets, work streams and projects and setting the team strategy alongside the Chief Executive
 - Line managing the volunteering team members, supporting their workplace wellbeing, effectiveness and professional development
 - Representing the team within the organisation

- Lead and grow our portfolio of volunteering and youth programmes, by:
 - Designing, developing and evaluating exciting and engaging new training and development programmes aimed at upskilling and empowering LGBT+ young people across the UK
 - Leading the Monitoring, Evaluation, Accountability and Learning (MEAL) process and creating reports to demonstrate the impact you are making
 - Regularly reviewing and revising Just Like Us' projects in light of volunteering team MEAL data, and reporting on our MEAL data to relevant stakeholders

- Support and enact organisation-level plans, projects and processes, by:
 - Developing high-level strategy into clear, specific and measurable team work plans
 - Using project and programme management principles to deliver projects and programmes to time, to budget and at quality
 - Leading agreed cross-organisational projects and processes
 - Sit on the senior leadership team and respond to organisational strategy, risks and opportunities

Person specification

- A commitment to improving the experience of LGBT+ young people in the UK (E)
- Experience managing volunteers and developing volunteer-led projects (E)
- Experience developing and delivering high-quality youth projects and programmes in the charity sector (E)
- Knowledge of project and programme management principles (E)
- Knowledge of the issues facing LGBT+ young people in society today (E)
- Experience managing budgets (E)
- Commitment to diversity, equity and inclusion and improving the experience of LGBT+ people who are less represented in LGBT+ programmes (E)
- Experience leading a team and supporting staff professional development (E)
- Experience working with monitoring, evaluation, accountability and learning frameworks (E)
- Experience working in partnership with other organisations to achieve charitable goals (E)
- Experience working with databases and conducting database analyses (D)
- Experience leading change processes (D)
- Knowledge of community building and management (D)
- Knowledge of working with a CRM/Database (D)

How to apply

Please submit a CV and cover letter, each of no more than two pages, via Guardian Jobs.

The application deadline is **23:59 on Thursday 30 September**.