



## **Community Development Coordinator (Trans and Non-Binary)**

**TITLE:** Community Development Coordinator

**HOURS:** 18 hours per week (2.5 days p/w) until December 2022

**SALARY:** £27,797 (pro rata) for 18 hours per week, plus pension contribution.

**ACCOUNTABLE TO:** Programme Manager (Trans services)

**BASED AT:** Ladbrooke Grove, London W10, working across London

The main purpose of the role is to empower and support trans and non-binary (TNB) communities to identify and bring about improvements to their quality of life, connectedness and resilience, via the provision of regular social groups and activities.

This will involve:

- identifying community skills, assets, issues and needs
- ensuring trans people are involved and listened to, fully participating in all aspects of planning, design, delivery and evaluation of services and activities
- building links with other groups and agencies
- building robust referral pathways to supportive services
- planning, attending and coordinating social group meetings and events
- encouraging participation in activities

*Spectra has a long and established history of connection and support to London's LGBTQI+ communities and addressing sexual health and well-being need within London. We are committed to a peer delivery model of service, and a participatory approach to service design.*

### **1.0 Main responsibilities**

- 1.1 To support trans and non-binary people in the community by offering relevant groups and activities (online and face to face) that reflect the diverse identities and intersectionality within trans communities.
- 1.2 Develop Spectra's trans network by building and maintaining relevant external relationships with community venues, events and agencies.

- 1.3 To connect, facilitate and enable trans participation in all walks of life including art, theatre, ICT, speakers, workshops and special initiatives e.g. podcast project.
- 1.4 To identify new opportunities and emerging need within trans communities and creatively seek to meet these needs within social support (group) settings.
- 1.5 To ensure that services delivered meet target outcomes.
- 1.6 To identify opportunities to broaden and deepen Spectra's support offer; whether through the enhancement of existing services, introduction of additional services or engagement in strategic collaboration with external partners and agencies.
- 1.7 Where required, to represent the Spectra externally at meetings, networking and other events.

## **2.0 Finance & Monitoring**

- 2.1 As a self-servicing role, the post-holder will be responsible for administration, record-keeping and collecting regular data for their area.
- 2.2 To compile quarterly project reports and as directed by service demands
- 2.3 To conduct inclusive evaluations as agreed with line manager in order to review and improve service offers and delivery
- 2.4 To maintain expenditure e.g. on activities, in line with agreed budgets, and keep records of these

## **3.0 Supervisory Responsibility**

- 3.1 No direct line management responsibility however you will have supervisory responsibility for sessional group facilitators and volunteers including identifying training and providing `support.

## **4.0 General**

- 4.1 To carry out all duties with due regard to relevant legislation and guidance, the Organisation's Health and Safety, Confidentiality, Data Protection, Safeguarding and Equal Opportunities policies and all other policies of Spectra.
- 4.2 To actively support Spectra's fundraising activities, including generating and implementing (as agreed with the Fundraiser) fundraising ideas and activities; supporting the completion of fundraising applications through sharing ideas and information with the fundraiser in a timely manner.
- 4.3 To actively promote Spectra, in the course of your duties, with clients, health & well-being professionals, researchers and academics and other relevant stakeholders.
- 4.4 To play an active role in being part of the wider Spectra team to ensure that we achieve both our day to day and strategic objectives. This may mean showing flexibility in your role to support colleagues as appropriate. It will also include taking a solution focused

'can do' attitude to problems or issues as they arise. To be part of a multi-disciplinary team and contribute to the overall development of services

4.5 Support Spectra's activities as agreed with line manager around key annual events

***Signature –job holder***

Signed:.....

Dated:.....

The duties of this post will change over time and will be reviewed and amended as necessary.

**Community Development Coordinator  
PERSON SPECIFICATION**

<b>Qualifications and experience</b>	<b>How measured</b>
Minimum 2 years' experience delivering community focussed services and delivering community development work	Application Form and interview
Expert knowledge of a broad range of trans specific health and wellbeing issues and services	Application Form and interview
Direct experience of managing teams focussed on delivering defined outcomes for individuals.	Application Form and interview
Experience of monitoring and reporting to contract standards and specifications	Application Form and interview
<b>Knowledge</b>	
Knowledge and Understanding of issues facing trans and non-binary communities and individuals	Application Form
Knowledge and understanding of trans strategic equalities issues	Application Form and interview
Knowledge and understanding of achieving successful change management and capacity building projects	Application Form and interview
<b>Skills and Abilities</b>	
Excellent project management skills	Interview
Strong & persuasive oral and written communication skills	Interview
Good advocacy and networking skills with an ability to build sustainable relationships with partner organisations	Application Form and interview
Ability to work with a high degree of autonomy	Interview
Good skills in listening, empathy and an appreciation of diversity in experiences, identity and backgrounds	Interview
Good level of computer literacy including applied knowledge of Microsoft Office (Word, Excel, PowerPoint, Access)	Form
Excellent administrative skills	Application Form and interview
<b>Attitudes</b>	
Empathy with the vision and mission of Spectra and strong commitment to the rights of trans and non-binary people	Interview
A willingness to learn	Interview
A solution focused 'can do' approach	Application Form and interview
A non-judgemental, positive attitude	Application Form and interview