**VACANCY**

**LGBTQ+ Development Facilitator**

**Job Title:** LGBTQ+ Development Facilitator

**Department:** St Luke’s Community Development

**Hours:**  15 hours a week to be worked flexibly

**Remuneration:** £28 328.69 pro rata

**Reports to:** St Luke’s Homeless Service Lead

**Accountable to:** St Luke’s Director of Care

**Work base:** To be agreed, with agile working across the 3 Hospice locations. Regular meetings with line manager

This is a really **exciting** time to join the 3 Cheshire Hospices with its partner Chester Pride. We have our mind set on encouraging and including our LGBTQ+ community to access our services and build strong partnerships that can increase our reach and impact. Our ambition for this client group is that our Hospices be places where everyone is welcome, is free to be themselves, and has an equal sense of belonging and this starts with our successful bid for funding to begin a 1 year project. This organic project will advocate our Hospices as places of choice and care for people from our LGBTQ+ community nearing, or at end of life. The role will lead change, provide education & awareness and support staff to develop the role of champions to work with the community reaching out into our borough to promote our services and ensure inclusion in our services and provide end of life support, being creative when our services do not fit the client group.

The success of the project will be included in a conference (either virtual or face to face) to disseminate learning and practice

For an informal chat about the role please contact Liz Taylor, Director of Clinical Services at Hospice of the Good Shepherd [Liz.Taylor@hospicegs.com](mailto:Liz.Taylor@hospicegs.com) or Sara Dale, Director of Quality, Innovation at East Cheshire [SDale@echospice.org.uk](mailto:SDale@echospice.org.uk)

Closing date: 24th June 2021

Interview date: 7th July 2021

*\*This role is employed by St Luke’s Hospice.*

*\*This document is 6 pages long*

**JOB DESCRIPTION**

**Objectives of the post**

1. To provide better access to appropriate care and support for the LGBTQ+ community who have a life limiting illness

2. To provide education & awareness within our combined workforce and build capacity in small groups of staff who will act as champions into the future

3. To work to create appropriate care if that is not readily available

4. Liaison with Chester Pride to create dialogue with the region’s LGBTQ+ community for research, consultations, and focus groups, to ensure the community voice can shape the service provision.

5. Work towards achieving the LGBT kite mark for each hospice, through the Navajo Merseyside scheme <https://merseysideintrust.org/navajo-information/>

**Key Responsibilities**

1. Act as advocate for the client group; raising the profile of the LGBTQ+ community and their needs within each hospice, supporting and disseminating the development of relevant internal knowledge.

2. Liaison with community groups, advocates, stakeholders and key professionals and colleagues across the relevant health, social care, housing and third sector settings to build awareness of our services and pass referrals for case management where appropriate

3. Support each hospice to develop and apply local and national policy pertaining to Palliative and End of Life Care (P&EOLC) within the LGBTQ+ population

4. Develop a Cheshire LGBTQ+ hospice champions group for staff and volunteers equipping them to continue the work at the end of the project

5. To maintain a broad understanding of the work of the Clinical Commissioning Groups, primary care, community care, secondary care, trusts, care homes and Third sector.

6. Building capacity in the current and future workforce by using appropriate teaching and facilitation strategies to communicate P&EOLC initiatives at appropriate educational levels to relevant individuals and groups, in formal and informal settings.

7. Work in partnership with key stakeholders and professionals to support and assist the development of strategic initiatives which directly impact the delivery of P&EOLC for this client group.

8. Support the gathering of evidence/ data and produce and present timely reports to key stakeholders detailing progress of the implementation and evaluation of the project.

9. Forge and establish links with local groups and organisations to share and develop knowledge of each other’s services

10. Identifying other hospices who have similar services in place, and forming links.

11. Establish online self-help forum/blog or network and teaching/education sessions that can be continued by the champions at the end of the project

12.Work with marketing teams to ensure hospice images and language are inclusive and to produce small selection of resource guides and leaflets that can be used by each hospice

**Management and Leadership**

1. To lead, develop and manage a project that promotes choice, dignity and respect for this client group approaching EOL

2. To promote the needs of LGBTQ+ people approaching EOL by developing robust working partnerships and working collaboratively with other organisations

3. To assist in the management of resources

4. To champion positive change in attitude with all stakeholders and at all levels

**Personal and Professional**

1. Organise and manage own workload and prioritise allocated tasks to ensure deadlines are met

2. To participate in St. Luke’s performance appraisal system and to undertake any identified training and development related to the post

3. To develop and maintain effective working relationships with colleagues

4. Keeping up to date with current research and developments in palliative/ EoLC and demonstrating best practice consistent with the available evidence.

5. To abide by all relevant policies including Confidentiality and Data Protection. The post holder is reminded that any breach of confidentiality policies and procedures will result in disciplinary action

6. To be aware of and comply with the principles of equality and diversity in all that we do

7. To comply with relevant codes of conduct dependent upon profession and relevance to post

**Health & Safety & Security**

* Under health and safety legislation, each individual has a legal responsibility for their own welfare and for the health and safety of others and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. The Hospice has a Health & Safety Policy which applies to all staff.
* Similarly, it is each person’s responsibility to ensure a secure environment and bring any breaches of security to the attention of their manager.

**Equal Opportunities**

* St Luke’s Cheshire Hospice has given its full commitment to the adoption and promotion of the key principles of equal opportunities contained within current legislation and St Luke’s Cheshire Hospice Equality & Diversity Policy.

**Confidentiality**

* In the course of your duties, you will have access to confidential material about members of staff, volunteers, other hospice business and patients. The Hospice has Data Protection Policy which applies to all staff.

**Safeguarding**

* St Luke’s Cheshire Hospice is committed to safeguarding adults and children and expects all staff to share in this commitment. Staff have a responsibility to ensure that they are aware of specific duties relating to their role and should familiarise themselves with the Hospices Safeguarding Policies. Safeguarding training is mandatory for all staff.

**This job description is not exhaustive and is subject to review in conjunction with the post holder and according to future changes/developments in the service.**

**PERSON SPECIFICATION**

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| **Role Dimension** | **Essential** | **Desirable** | **Evidence** |
| **Experience** | Coordinating/managing projects from initiation to evaluation, taking into account the needs of all stakeholders  Facilitating workshops or training  Professional experience of acting in an advisory capacity  Delivering a change in practice  Working in a diversity and inclusion role | Working in the 3rd sector or public sector role  Professional experience of acting in an advisory capacity on diversity and inclusion best practice, ideally within a complex organisational setting  Working towards Quality marks | Application and Interview ( A&I) |
| **Knowledge & Skills** | Strong knowledge of LGBTQ+ equality best practice and principles  Knowledge of equalities legislation, including the Equality Act 2010 and organisations’ responsibilities for making reasonable adjustments  Knowledge of the specific health care related issues for this client group generally and in particular with regard to transgender    Excellent problem-solving skills, with the ability to analyse complex information and situations and advise accordingly  Excellent time management, with the ability to prioritise tasks and manage conflicting priorities while maintaining consistent attention to detail  Working knowledge of key equality, diversity, inclusion principles, including systemic oppression, privilege, power and intersectionality  Evidence of the confidence to initiate conversations with stakeholders and resilience to follow through where there are barriers to engagement  Data protection best practice and GDPR  Managing partnerships and collaborations, with a focus on building sustainable, meaningful and mutually beneficial collaborations  Ability to advise on complex diversity and inclusion cases, including advising on relevant legislation and mitigation of risk, escalating where needed  Excellent verbal and written communication skills including the ability to communicate effectively with volunteers and staff across all levels, including with senior stakeholders | Best practice for monitoring and reporting progress and data around diversity and inclusion  Change management &  Project management | Application and Interview ( A&I) |
| **Personal Attributes** | Ability to handle information sensitively, respecting confidentiality  An inclusive and open minded individual who is approachable and able to treat everyone with respect | Awareness of what the challenges of introducing change around this topic might be | Application and Interview ( A&I) |
| **Other Requirements** | Able to work flexibly and travel within the Cheshire area |  |  |

