

# **EMPOWER!**

## **EMPLOYABILITY, UPSKILLING & MENTOR SCHEME**



**WE ARE WE ARE WE ARE WE ARE WE ARE WE ARE**  
**BLOSSOM BLOSSOM BLOSSOM BLOSSOM BLOSSOM BLOSSOM**

### **RECRUITMENT PACK FOR: PROJECT OFFICER**

20 Hours (0.5) | £25,000 | 2 Year FTC | Hybrid  
Must be available to work two weekends per month and  
will require travel across Surrey.



# WELCOME

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## Message From Our CEO

It is truly amazing that you're taking the time out to consider joining our team at Blossom LGBT CIC. Our unique strength at Blossom LGBT lies in merging grassroots movements with a corporate approach. We are experts in blending heart and strategy, we know working with us is a truly unique experience that requires will, strength, and passion.

Today, we operate in an exciting and fast paced environment where we make sure we're constantly innovating our approach and consistently set trends. It's incredible to see how far we've come, from a small team of three volunteers who had a simple idea, to the largest LGBTQ+ not for profit in Surrey. Blossom LGBT isn't just an organisation; it's a community where diversity thrives and young adults learn their true power. Your decision to explore this opportunity speaks volumes about your commitment to empowering LGBTQ+ young adults. I truly hope that together, we can make a lasting impact on the lives of LGBTQ+ young adults.

Best Wishes

Oscar Hoyle (They/Them)



**If you require an accessible version of this document, would prefer to work through this job pack verbally with us, or have any questions then please write to [Info@Blossom.LGBT](mailto:Info@Blossom.LGBT) and one of our team members will get in touch to make sure you get what you need to build a killer application.**

**We also provide three different ways for you to apply for this role, please make sure you do whichever works best for yourself.**

# OUR WORK

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## OUR STORY

Blossom began in 2019 being run from the living rooms of inspired volunteers who wanted to change the way young LGBTQ+ people connected. Quickly we discovered the huge need for supportive spaces for LGBTQ+ young adults. By 2021 Blossom had registered as a community interest company and made a name for itself as a progressive and forward-thinking community-led organisation with a passionate team of over 20 volunteers.

Before working with Blossom our members tell us that they felt confused, isolated, and withdrawn.

**We empower them to blossom... into beautiful & confident people.**

This allows our members to find true happiness and gives them the power to build sturdy careers, meaningful relationships, and pride in who they are.

## OUR PURPOSE

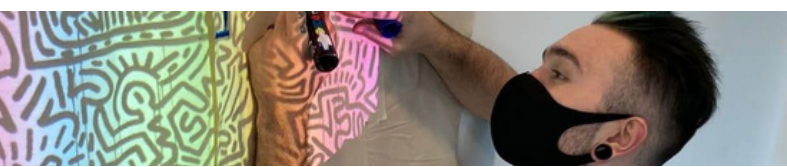
We support the amazing things that LGBTQ+ people can achieve when they are **empowered** to succeed without the fear of discrimination.

## OUR VISION

Together, we'll create environments where LGBTQ+ young adults can succeed in all aspects of their social and professional lives.

## OUR AUDIENCE

LGBTQ+ young adults, often aged between 16 to 30 years old based in South East England and the people who live & work alongside them.





# WORKING WITH US

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## HOURS

Our full time working week is 40 hours per week between Monday and Saturday. It's up to you how you space your hours out as long as the delivery of our services isn't impacted.

We expect this role will require you to work two Saturdays each month.

## HOLIDAY

All full time employees have 25 days of holiday when you join us which rises by 1 day a year until you hit 30 days off. You also have the choice of taking bank holidays off or using those dates as TOIL.

## WORKPLACE

We don't have an office so we offer hybrid working. We hope you'll join our small team once a week to co-work in a coffee shop, you'll also need to travel across the region to deliver workshops in the locations that you book.

## PROGRESSION

In an organisation of our size we know that formal career progression is limited but you'll work with your line manager to identify both personal and career goals that we'll work towards, you'll use your to-do list to make sure your work aligns to your goals keeping a focus on personal and professional growth.

## SOCIALS

We aim to organise a minimum of one team social event each month where we'll invite our employees & volunteers to come and do something together. Historically we've met for a drink, gone bowling, had a picnic, and visited local prides.

## STRUCTURE

Whilst we do have a formal hierarchical structure for the purposes of line management, in your day to do work, we take a team structure approach to daily operations. This is meant to disrupt the traditional hierarchy, focusing more on problem-solving, cooperation, and giving employees more control. This allows people to take more responsibility on projects that align with their personal life or career goals! At the end of the day, we're all people who are passionate about what they do and our priority is delivering high level results for our service users!

## PERFORMANCE

Everyone at Blossom has their performance assessed against a set of Key Performance Indicators which are established through our grant funders specifications. We judge performance as a department, not individuals. For individual performance we encourage performance reviews through 360 feedback processes and regular one to one's with your manager.



# WHAT YOU'LL BE UP TO **OUR PROJECT**

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## **Mentoring, Employability & Upskilling Scheme**

**We're very proud to be piloting a brand new project which focuses on empowering LGBTQ+ young adults to authentically gain & remain in work or education. Our aim is to prove our project works in the next two years before continuing to deliver the project. As the project manager you'll have overall responsibility for this project.**

### Mentoring & Work Coaching.

At the heart of our scheme we're proud to offer an lgbtq+ mentoring programme for queer young adults aged from 16 to 30 to support them to stay in, or to find, full time education or employment. Our mentees can expect one-to-one support from a mentor who will act their your coach and be there to support them through the new and exciting world of work or education.

- By the end of year one we're targeted to support 30 LGBTQ+ young adults.

### Workshops on Employability and Life Skills.

Every month we'll provide those on the mentoring scheme, along with other LGBT community members, the opportunities to join us for free workshops! In these workshops you'll get hands on experience of different jobs, practical employment advice, and opportunities to meet like minded LGBTQ+ young adults who are also entering the world of work or education. This will be a mix of in-person and virtual depending on how the workshop is best delivered!

- By the end of year one we're targeted to support 30 LGBTQ+ young adults per workshop.

### Internships & Volunteer Experience.

We'll use some of our connections across the corporate world and the third sector to help find voluntary internships in our service users dream roles to help build an impressive CV and help them to feel confident that they are ready to smash their dream job when the time comes.

- By the end of year one we're targeted to secure internships for 75% of our mentees.

### Support for Workplaces Employing Queer Young Adults.

Employers who get involved in our scheme will have the ability to access some of our industry leading LGBTQ+ inclusion training that centres the voices of LGBTQ+ young adults & supports them to create welcoming environments for the future generation of employees. We'll also offer bespoke consultancy, workplace assessments, and mentoring partnerships to businesses to ensure that the individuals we place can truly thrive.

# BLOSSOM

## Job Summary

As a project manager you'll have overall responsibility for the development and delivery of our LGBT employability and mentoring scheme in line with our grant agreement with the National Lottery Community Fund. To do this, you'll work closely with our CEO, a part time project support officer that you'll line manage, and various volunteers & session facilitators.

<b>ROLE TITLE</b>	Project Support Officer
<b>REPORTING TO</b>	Project Support Officer
<b>RESPONSIBLE FOR</b>	Project Volunteers
<b>WORKPLACE</b>	Co-working on Mondays in a coffee shop Delivering workshops across Surrey From home / where ever you want the rest of the time
<b>CONTRACT INFO</b>	20 Hours Per Week £25,000 Per Annum (£12,500 actual) Two Year Contract (Goal to extend!)

## WHAT YOU'LL DO

- Take clear and significant steps to ensure all project stakeholders act in line with Blossom LGBT CIC's policies, particularly our anti-bullying & harassment and safeguarding policies.
- Work in a small team to develop and deliver the specified project in line with our agreement with our grant funders, including building a mentoring scheme, employability and lifeskill/experience workshops.
- Implement strategies that actively streamline & improve operations.
- Be involved and engaged in the development and delivery of projects.
- Create opportunities for new business and generate positive financial outcomes.
- Proactively build networks outside of Blossom that will mutually benefit your work.
- Ensure that safeguarding and confidentiality remain a priority for your team.
- Ensuring we are building capacity, making full use of resources, & nurturing talent.
- Whenever possible ensure you attend and manage external facing activities or find suitable cover to make this happen.
- Play an active role in diversity and inclusion and increasing representation in your work.
- Use community consultations and regular project evaluations to consistently monitor the success of the project & search for areas to improve through what our community tells us.

## WHAT YOU NEED

We're dedicated to uplifting marginalised communities. We understand that barriers often hinder access to work experience. That's why we value potential, allyship, and passion as much as expertise. While we have our ideal candidate in mind, we're open-minded. Don't fret if you don't check every box. Your enthusiasm and commitment count.

### Experience

- Mentorship: Experience in acting as a mentor or administration of mentorship programs.
- Planning Events or Workshops: Including booking stakeholders, risk assessing, and evaluations.
- Providing a public service: Working with individuals to help them feel empowered.

### Skills

- Strategic Planning: Ability to develop a comprehensive project plan that aligns with the organisation's goals, including defining objectives, milestones, and measurable outcomes.
- Strong Communication Skills: Effective communication both internally and externally, including clear articulation of project goals, progress updates, and outcomes to stakeholders, team members, and program participants.
- Collaborative: Demonstrated capability to work collaboratively.
- Strong Communication Skills: Effective communication both internally and externally, including clear articulation of project goals, progress updates, and outcomes to stakeholders, team members, and program participants.
- Workshop Design and Facilitation: Proficiency in designing engaging and interactive workshops that cater to various learning styles and foster skill development among participants.
- Adaptability: Willingness to adapt to changing circumstances and requirements, ensuring the program remains relevant and effective in response to evolving needs.
- Problem-Solving: Aptitude for identifying challenges and developing creative solutions to overcome obstacles in program delivery and participant engagement.
- Relationship Building: Proven ability to cultivate and maintain relationships with community partners, potential employers, mentors, and other stakeholders to enhance the program's impact.

### Knowledge & Personality

- Passion for Social Impact: Genuine commitment to making a positive difference in the lives of marginalised individuals through the promotion of employability skills and upskilling opportunities.
- Employability Expertise: Understanding of employability challenges faced by marginalised communities and a commitment to addressing them through innovative program design and execution.
- Cultural Competence: Sensitivity to the diverse backgrounds of program participants and the ability to create an inclusive and respectful learning environment.
- Community Connections: Good network of stakeholders from across different sectors.

# WHAT YOU NEED TO DO TO **APPLY**

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## HOW TO APPLY

There are three different ways that you can apply for this role, we believe this allows potential candidates to showcase themselves without feeling limited to the standard written format, you can apply by the following ways:

1. Send us your response in writing. No longer than 2 sides of A4 paper.
2. Record a video and upload it as a restricted youtube video. No longer than 5 minutes.
3. Create a poster and send us a copy via email. No larger than 2 sides of A4 paper.

Regardless of how you apply, please make it extremely clear which question you are responding to in your answers. Applications which do not respond to the outlined questions will not be considered for interview.

You should then send a copy of your application, along with your CV, to [Oscar@Blossom.LGBT](mailto:Oscar@Blossom.LGBT).

### **We want you to answer the following questions in your application:**

1. What makes you the right fit for this role, why do you have the potential to thrive?
2. Why do you believe LGBTQ+ young adults are disproportionately impacted by unemployment?
3. Blossom LGBT is committed to diversity and inclusion, explain your approach to being proactively anti-racist.

### **Equitable Interview Scheme**

If you are from a Black, Asian, Arab, or Middle Eastern heritage, if you have a gender identity that differs from your sex assigned at birth, or if you have a disability or ongoing mental health condition then we would like to invite you to request to join our equitable interview scheme. This scheme will use a slightly more relaxed marking process to make it more likely that you'll make it to interview. We do this to recognise the systematic discrimination in the current national workforce. You must request to be considered for this scheme, although you don't need to tell us why, and should keep in mind this does not guarantee you an interview but makes an interview offer more likely.

### **Special Thanks to Our Funders!**

His entire project, and the role itself, has been made possible by the support of the National Lottery Community Fund which is a grant making organisation distributing money raised by players of the National Lottery

