



# 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.**









# 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.



