**Scottish Bi+ Network**

Administrator

Job Advert

**About Us:**

Scottish Bi+ Network is a community-led organisation supporting and providing resources for the bi+ community.

Bi+ people face higher rates of mental health issues, and suicidal ideation that their lesbian/gay/straight counterparts. They also face higher rates of domestic violence and sexual abuse, and are more likely to live in poverty compared to their lesbian/gay/straight counterparts. They also face higher rates of social isolation, due to a lack of local bi+ support groups, and a lack of mainstream funding for bi+ specific projects and research.

Our aims are to raise bi+ visibility, and increase awareness of the issues facing the bi+ community, both in the LGBTQIA+ community itself, and with the general public.

We do this by providing online support and resources, taking part in local pride marches, organising events, working with other organisations, raising issues at the Scottish Parliament’s LGBTI cross-party working group and other reference groups, and through training and education.

**The Role:**

Currently the Scottish Bi+ Network has no paid staff, and is run by a volunteer management committee. We have reached a point where we require additional resource to support the development and expansion of the organisation and our services.

We are looking for an administrator, to manage the day-to-day running requirements such as emails and social media, as well as plan and manage fundraising and community events, and deliver training and education to businesses, other organisations, and volunteers across Scotland. The successful candidate would report to the volunteer management committee.

Hours can be flexible, but this role will involve some evening and weekend working, as well as travelling throughout Scotland e.g. for events, meetings, to support local volunteers, or deliver in person training.

Hours: average of 24 hours per week, and will not exceed 40 hours in any given week.

Remuneration: £9.30 per hour.

Location: Work from home position, but travelling throughout Scotland will be required to carry out duties.

Contract: 12 month term, extension dependent on the successful candidate securing sufficient funding.

Paid Holidays: 28 days per annum pro rata (144.4 hours per annum)

**Job Description:**

We are looking for an administrator for our organisation, hours can be flexible, but this role will involve some evening and weekend working.

Primary responsibilities would include managing social media and other online communication, developing and delivering training sessions on bi+ issues and needs to both corporate clients and volunteers, fundraising, and co-ordinating events.

The ideal candidate would have extensive knowledge of the needs of the bi+ community, and the issues that they face.

Experience with social media platforms, organising events, fundraising and training and managing volunteers is essential.

**Person Specification:**

* Must have extensive knowledge of the needs of the bi+ community and the issues that they face
* Must have a good understanding of and commitment to equality.

Administration:

* Experience managing social media accounts, producing newsletters, and general day to day admin tasks such as answering emails and messages
* Able to liaise with other organisations to maintain or build new working relationships

Volunteer management:

* Experience supporting and managing volunteers both in person and remotely
* Experience recruiting new volunteers

Training:

* Able to develop information leaflets, training resources, and other resources as necessary, for both corporate clients and volunteers
* Able to deliver training to corporate clients and volunteers

Event planning:

* Experience organising a variety of events, such as club nights, pub quizzes, film screenings, and conferences
* Able to seek out and create fundraising opportunities for the organisation

**Key Information:**

Applicants can apply by emailing the completed application form to recruitment@scottishbinet.org

CVs will not be considered.

The closing date is 12 noon, 25/09/20.

Interviews will be held via Zoom, during the hours of 11am-8.30pm 14-18 October.

The Equality Network are helping with recruitment for this post and will see application data. This data will not be held after the application process ends.

If you would like further details about the role and/or the organisation, or have any questions about accessibility, please email recruitment@scottishbinet.org

We offer a guaranteed interview to any disabled applicants who meet the essential criteria for the role.

No recruitment agencies.

This position has been made possible thanks to the generous funding of the Weir Charitable Trust. https://weircharitabletrust.com/

