

Empowerment Programmes (Scotland) Volunteer

<p>Volunteer role purpose</p>	<p>Stonewall Scotland's Empowerment Team aims to empower individuals to make a difference for LGBT people at work, at home and in their communities.</p> <p>This role will support across Stonewall Scotland's Empowerment Programmes, including our Leadership programmes (such as the LGBT Role Models and Allies), our conferences and Education Programmes (including Train the Trainer and School Role Models). These personal and professional development programmes enable LGBT individuals and allies to step up as leaders within their organisations, schools and communities to help create an environment where all LGBT people are accepted, without exception.</p>
<p>Where:</p>	<p>Stonewall Scotland Office - Mansfield Traquair Centre, Edinburgh</p>
<p>When:</p>	<p>During office hours (10am-4.00pm), Tuesday to Thursday</p>
<p>Suggested commitment:</p>	<p>1 day a week for minimum of 4 months. Start in August, to mid-November (please note that availability in November is crucial)</p>
<p>Suggested activities:</p>	<p>This role will support the Empowerment Team with four main areas of work:</p> <ul style="list-style-type: none"> ● Empowerment Programmes evaluation - collecting data from Empowerment Programmes using spreadsheets and producing reports to evaluate the success of these programmes ● Workplace projects - supporting the Empowerment Programmes Officer to create a Networking Zone at the Stonewall Scotland Workplace Conference including communicating with external organisations. ● School Role Models - supporting the Empowerment Programmes Officer to deliver the School Role Models programme, including liaising with our Role Models and schools to arrange visits and training days. ● Programmes and general office administration - supporting the Scotland Office Administrator to manage bookings for programmes, including liaising with programme attendees and venues
<p>Experience & skills</p>	<ul style="list-style-type: none"> ● Good attention to detail ● Good knowledge of Microsoft Office, including Excel, Word, Outlook and Powerpoint in particular. ● Good organisation skills ● Good communication skills, both written and spoken ● Knowledge of databases is not essential but would be helpful in this role

Supervision and training	Stonewall will provide you with relevant training, including an introduction to ThankQ, our database system. Ongoing support will be provided by a member of the team. This role will be supervised by the Empowerment Programmes Officer.
Reimbursement of expenses	Stonewall will cover reasonable travel and lunch expenses.
References	We require one personal and one professional/academic reference.

This volunteer role aims to give guidance on the tasks, skills and commitment which will enable a volunteer to get the most from this opportunity. It is not intended as a legally binding contract, and there is no intention to develop an employment relationship.