

JOB DESCRIPTION

Communications Officer (content and copywriting)

Closing Date:	Monday 6th April 2026 (5pm)
Interview Date:	Tuesday 14 th April 2026
Contract Details:	Salary: £28,616-£31,543 pro-rata Contract: Permanent, part-time, 22 hours per week Location: Hybrid working (a combination of working from home and our office base in Glasgow)

March 2026

Dear Applicant,

Thank you for your interest in working for LGBT Youth Scotland.

Who we are:

We are Scotland's national charity for LGBTQ+ young people. LGBTQ+ stands for lesbian, gay, bisexual, trans, queer & questioning, and the positive '+' aims to represent and respect everyone on the gender and sexuality spectrum, including intersex.

Young people are so important – they are the future of Scotland; our future leaders, teachers and parents. Life can be tough for any young person, but LGBTQ+ young people face unique and additional barriers to achieving all they can, and that is why LGBT Youth Scotland exists. For more than 20 years we have been creating safe spaces where LGBTQ+ young people aged 13-25 can flourish; reaching their full potential in life, work and education. We believe Scotland can be a place where all young people can thrive, so we work alongside LGBTQ+ young people to remove those barriers both individually, and by amplifying collective voices to influence change.

Young people are the heart of everything we do: Through our innovative youth work which empowers young people to feel a sense of belonging, and achieve their own goals; Through our equality accreditation programme, the LGBT Charter - we ensure the places young people live, learn and work are as inclusive as possible; Through our youth participation and policy work we position young people as experts in their own lives and amplify their voices to decision makers to inform positive change.

LGBT Youth Scotland is run by a team of 40 staff, 10 Trustees and over 100 volunteers. We currently support over 1,000 young people directly across our services each year, and over 30,000 young people indirectly through the LGBT Charter.

With only 65% of respondents to the latest *Life in Scotland for LGBT Young People survey* (2022) telling us that Scotland is a good place to be LGBTQ+ (down from 81% in 2017, we know there is work to do, but we believe a truly inclusive Scotland is possible and that together we can make that a reality. To find out more, please visit our website at www.lgbtyouth.org.uk where you can view the many aspects of our work.

How we work:

LGBT Youth Scotland is focused on being led by young people while supporting them to develop in a safe and supported environment. We achieve this through our excellent team of staff and volunteers who all make a significant difference in young people's lives. It is our passion and drive to support young LGBTQ+ people across Scotland that defines us as a team and underpins all we do.

We believe that supporting our staff and volunteers to be healthy, safe, and happy in their roles is essential to delivering high quality services. We invest in our team so we better support the young people we engage with across Scotland.

LGBT Youth Scotland is a values-led organisation. Our core values are:

- **Inclusion** – We champion young people's rights. We welcome everyone who actively works to make things better with and for young people, building a more diverse and accessible community where everyone feels valued.
- **Innovation** – We are led by the needs and views of LGBTQ+ young people to take an imaginative and creative approach in everything we do.
- **Empathy** – We listen to, learn from and empower one another which helps us actively influence positive change. We do this by being kind, honest and compassionate in our decision making.
- **Respect** – We value young people, our partners, ourselves as individuals and each other. We value and recognize the contributions, qualities and achievements we all make.

This Role:

As the Communications Officer (content and copywriting), you will play an important part in delivering and designing our copy and campaigns, for both internal and external stakeholders.

This is an exciting opportunity to provide high quality copy and communication delivery to LGBTQ+ young people, by ensure that we are sustaining a safe and welcoming space, through our emails, campaigns, our socials, and our website. We are looking for a skilled communications officer who can plan, design, deliver and evaluate work that speaks to our audience of both young people and our supporters. Partnership working is key to this role to create opportunities for LGBTQ+ young people to flourish and thrive in every aspect of their lives.

Your employment will be confirmed after successful short-listing, interview and any necessary checks including a PVG disclosure, references, and your right to work in the UK. If you feel you have the relevant experience and can meet the essential criterial in the job role, we would love to hear from you. We always

welcome applications that clearly demonstrate the skills and criteria we need, whether that be in a professional or volunteer capacity. We also appreciate that the best person for the job might not have all the essential and desirable criteria, so if you are unsure whether your skills and experience fit the specification, please contact stefan.kaye@lgbtyouth.org.uk for an informal conversation prior to applying.

We look forward to receiving your application.

Stefan Kaye
Fundraising and Communications Manager

Role Information

Terms & Conditions

- ➔ **Job Title:** Communications Officer (content and copywriting)
- ➔ **Contract:** Permanent
- ➔ **Annual Pay:** £28,616-£31,543 FTE (pro-rata for part-time)
- ➔ **Location:** Hybrid working (a combination of working from home and our office in Glasgow)
- ➔ **Hours:** Part-time, 22 hours per week
- ➔ **Leave:** 35 days per annum, inclusive of 10 days over Christmas and New Year (pro rata for part-time staff)
- ➔ **Probation:** 6-month probation period
- ➔ **Pension:** Auto-enrolment with TPT Solutions Flexible Retirement Plan
- ➔ **Benefits:** Enhanced Sickness, maternity, paternity, and adoption policies.
An annual leave entitlement that increases by 2 days after 3 years length of service (pro-rata for part-time staff).
Flexible and agile working options and up to 3 days leave to volunteer for another organisation.

Equality Statement:

LGBT Youth Scotland embraces and celebrates diversity and equal opportunity for all. We are committed to building a diverse and inclusive team which leads to better discussion, decision making and impact. We want to hire the right candidate for each role and are committed to promoting the human rights and dignity of each human being, including equality of opportunity inclusive of sexual orientation, gender or transgender identity, race, age, disability, religion or belief and socio-economic status. We work to ensure that our services are accessible and that there is an inclusive working environment for all staff and volunteers. We support flexible working arrangements and adjustments where needed.

How to apply:

Visit www.lgbtyouth.org.uk/careers and fill in the online application form for your chosen job. If you want to help us make LGBT Youth Scotland a more diverse organisation then

please also fill in the equal opportunities monitoring form which is kept separately from your application form and is not used as part of the short-listing process.

Please e-mail helpdesk@lgbtyouth.org.uk if you need the application form in an alternative format including large print.

Shortlisted candidates will be invited for an interview held digitally.

For information or guidance on this position contact: stefan.kaye@lgbtyouth.org.uk

ROLE PROFILE

Role Title: Communications Officer (content and copywriting)	Team: Resources and Partnerships	
Pay: £28,616-£31,543 FTE per annum (pro-rata for part-time)	Location: A hybrid combination of homeworking and the office base in Glasgow	
Hours: 22 hours per week	Reports to: Stefan Kaye, Fundraising and Communications Manager	Agreed by: Hels Bowie, Head of Partnerships Date: 02/03/2026

Core Purpose of the Role:

- To coordinate and deliver LGBT Youth Scotland’s external communications using both digital and traditional media platforms in line with our strategic plan.
- To ensure consistent messaging across the organisation and all areas of our work, and fundraising campaigns.
- Coordinate and work with the other comms officer to ensure aligned work and cover for absence.

Principal Responsibilities:

- Work with the Fundraising Manager and Leadership Team where appropriate to deliver a rolling external communications plan in line with organisational strategy
- Plan, implement and evaluate communications campaigns to raise awareness of the impact of our work and funds to support it
- Coordinate consistent messaging across all platforms with a focus on suitability for target audiences
- Support the Youthwork Team to deliver strategically connected communications to young people
- Support and advise teams across the organisation on communications around specific projects and events relevant to organisational plan
- Develop a network of media contacts and manage ongoing relationships where relevant to LGBT Youth Scotland campaigns
- Develop and distribute proactive press content through press releases, editorial pieces and digital content where relevant to LGBT Youth Scotland campaigns
- Work closely with the Fundraising Manager and Leadership Team to ensure that organisational messaging is clear and consistent
- Act as a brand champion, developing new resources where appropriate
- To carry out such other duties as agreed with the organisation.

CANDIDATE SPECIFICATION

	Essential	Desirable
Education & Qualification Experience, Knowledge and Expertise	<ul style="list-style-type: none"> • Excellent Project Management skills - campaigns, and organisational overview • Self-motivated with the flexibility and resilience to cope with high pressure situations, and works well in a team. • Adept in use of multiple platforms and packages including Adobe Creative Cloud, Microsoft 365, Social Media Management tools, Website management, e.g Wordpress • Knowledge of equalities issues and the issues affecting LGBTQ+ young people • Excellent writing skills and standard of written English • Proficient in the use of social media, web analytics, and digital campaigns. • Willingness and ability to attend in-person events as and when required. • Can prioritise and manage deadlines and workload. • Experience of CRMs e.g Donorfy • Experience writing for press and working with traditional media outlets • Managing communications in a challenging and polarised external environment • Alignment with the organisational values and aims around supporting LGBTQ+ youth. 	<ul style="list-style-type: none"> • Understanding of the policy landscape for equalities in Scotland • Experience of working in the third sector • Knowledge of GDPR and wider data protection best practice • Experience working in a LGBTQ+ organisation or similar social justice role • Creative thinker with the ability to create compelling content • Good communicator with external partners at in-person events.

Critical Personal Attributes	
Delivering results	<ul style="list-style-type: none"> • Highly organised with a commitment to effective planning, delivery, monitoring, and evaluation. • Conscientious approach to meeting deadlines and delivery of work to meet the needs of young people and other stakeholders. • Ability to effectively record and manage sensitive information.
Personal effectiveness	<ul style="list-style-type: none"> • Ability to articulately and confidently communication with others to convey key messages. • Ability to build effective relationships with colleagues and external stakeholders. • Comfortable and able to work with challenging situations.
Young Person centred	<ul style="list-style-type: none"> • Awareness and commitment to meaningful youth participation. • Awareness of issues which can affect young people's lives. • Ability to work in an empathetic young person-centred way. • Ability to prioritise issues relating to safeguarding.
Working practices	<ul style="list-style-type: none"> • Commitment to individual rights, equality, and anti-discriminatory practice.