



## ROLE PROFILE: VOLUNTEER BOOK CLUB FACILITATORS

<b>Time Commitment:</b>	4 to 6 hours per month.
<b>Reporting To:</b>	Operations and Development Manager or designee
<b>Direct Reports:</b>	-
<b>Supported By:</b>	Volunteers, Librarian
<b>Number of Roles:</b>	2
<b>Starting Date:</b>	ASAP
<b>Application Deadline:</b>	12 pm noon, 24 October 2023

### Overview

Founded in 1997, Outhouse LGBTQ+ Centre is a vibrant and safe space for LGBTQ+ people, communities, and organisations that is inclusive of the diversity within our communities.

Outhouse is dedicated to supporting the people, spaces, and issues important to the LGBTQ+ communities.

Our vision is a future where LGBTQ+ people are safe, seen, and celebrated.

Our mission is to improve the quality of life for LGBTQ+ people by providing a safe space to find:

- **Connection** - discovering themselves, their people, place, and passions.
- **Community Support** - accessing information, programmes, and services.
- **Culture** - experiencing creativity, heritage, discovery, and fun.
- **Campaigns** - being part of a strong, credible, and trusted voice for LGBTQ+ communities.

In all of our work, we are guided by the values of trust, respect, joy, inclusivity, and impact.

The Book Club Facilitator plays a vital role in ensuring the smooth operation and success of the Outhouse LGBTQ+ Centre Book Club. This volunteer position requires a passion for literature, LGBTQ+ issues, and community building.

## Key Responsibilities and Duties

- **Book Selection:** Collaborate with club members to choose books that align with LGBTQ+ themes and interests. Consider diverse voices and experiences.
- **Meeting Coordination:** Organise and facilitate fortnightly book club meetings in person. Ensure a safe and respectful atmosphere for discussions.
- **Discussion Leadership:** Lead discussions, encourage participation, and foster a welcoming environment where all members feel valued and heard.
- **Schedule Management:** Coordinate meeting dates and times, ensuring they are accessible to as many members as possible.
- **Communication:** Keep club members informed about book selections, meeting details, and any changes through Outhouse's communication channels.
- **Promotion:** Assist in promoting the book club to attract new members and encourage participation - the marketing function in Outhouse will be primarily responsible for promoting the book club.
- **Feedback:** Providing feedback from the book club members to the Librarian on ideas for new titles the library should stock.

Such other duties may be required from time to time.

### Note

This role profile is not a definitive list of tasks; instead, it is designed to give an overview of the role. It is envisaged that the post-holder will use their own initiative and develop the role under guidance to achieve the organisation's aims. It should be noted that the organisation is dynamic and fast-paced and that it may be necessary to step beyond the areas outlined to support others from time to time.

## Functional Competencies

### Essential

- Fluent in English.
- Passion for literature, especially books related to LGBTQ+ themes.
- Good communication and interpersonal skills.
- Respect for diversity and a commitment to creating an inclusive space.
- Reliable and punctual.

### Desirable

- Previous experience in successfully leading a book club.
- Experience in using Libib - library management system.

## Behavioural Competencies

### Our Sector

Knows the sector in which Outhouse operates and the organisations, stakeholders and competitors that occupy the space; has a perspective on the "big picture" of the sector, including Outhouse's position within it.

- Demonstrates understanding of the LGBT+ sector and their related service/ profession therein.
- Shows an openness, curiosity, and willingness to learn more about the relevant services/ sector.
- Shows an acceptance and inclusion of LGBT+ identities and people in their practice.

### Person-Centred

Demonstrates eagerness to understand service user's needs. Views the service user as central to the delivery of everyday service through consistent understanding, tolerance, care, support and empathy while promoting empowerment, independence, and choice.

- Demonstrates an inclusive, caring, and empathetic attitude towards service users.
- Treats all service users with dignity and respect; develops rapport and understanding with service users.
- Coordinates with other colleagues and LGBT+ service providers to ensure optimum service is provided to all service users.
- Monitors the needs of service users regularly and makes proposals for improvement.

## Building and Maintaining Relationships

Builds and maintains relationships with a network of people. Recognises the two-way nature of relationships and works to develop mutually beneficial partnerships. Interacts with others in a manner that builds respect and fosters trust.

- Is fair, respectful and approachable in dealing with colleagues.
- Recognises the concerns and perspectives of others.
- Provides assistance, information, and support to others to build a basis for future relationships.
- Addresses misunderstandings directly with others involved.
- Respectfully deals with a wide range of people.
- Takes time to get to know colleagues, build rapport and establish a common bond.
- Maintains confidentiality.
- Offers assistance to others where appropriate.

## Flexibility and Adaptability

Works effectively within various situations with individuals or groups. Adapts one's approach as the requirements of a situation change; adjusts tasks and priorities when necessary. Accepts that changes in one's role may be required from time to time.

- Adapts effectively to change by accepting that changes in one's role may be required from time to time.
- Adjusts plans or reprioritises in light of changing circumstances or unanticipated problems.
- Can work well with various team members with different styles and skill sets.
- Can think calmly and logically when faced with unexpected situations.
- Is willing to learn and use new technology.

## Key Relationships

Internal	External
Librarian Venue and Events Officer Operations Manager	Patrons of the Centre Library Members Book Club Members Members of the LGBTQ+ Community

## Overview of Practical Arrangements

### Volunteering Hours

We envision the book club meeting once per month from 6 pm to 8pm on the second Wednesday of each month, commencing on 8 November 2023.

### The Protection & Safeguarding of Children and Vulnerable Adults

Outhouse has adopted a policy to protect and safeguard the welfare of clients. The post holder will be required to follow this policy at all times.

### Confidentiality

Due to the nature of our work, the post holder will often be a party to highly confidential and personal matters – they must therefore be committed and able to maintain the very highest standards of confidentiality at all times.

### Outhouse is an Equal Opportunities Organisation

We are committed to an inclusive and diverse organisation. We do not discriminate based on race, ethnicity, colour, class, ancestry, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, anti-body status, marital status, membership of the Roma or travelling community, or any other legally protected status.

### Data Protection and Privacy

The General Data Protection Regulation (GDPR) came into force on the 25<sup>th</sup> of May 2019, replacing the existing data protection framework under the EU Data Protection Directive. When you apply for a role with Outhouse, we create several paper and digital records in your name. Information submitted with a job/ volunteering application is used to process and assess your application. Where the services of a third party are used in processing your application, it may be required to provide them with information. However, all necessary precautions will be taken to ensure the security of your data. To access your data, please submit a request by email to [privacy@outhouse.ie](mailto:privacy@outhouse.ie), ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record(s).

Our [data protection policy](#) sets out information about a candidate's data held by Outhouse.

### Shortlisting

The number of applications received for a position generally exceeds that required to fill the position. While a candidate may meet the competition's eligibility requirements, if the numbers applying for the post are such that it would not be practical to interview everyone, Outhouse may decide that a smaller number will be called to the next stage of the selection process.

In this respect, Outhouse provides for the use of a shortlisting process to select a group who, based on an examination of the application forms, appear to be the most suitable for the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the role, but rather that some candidates, based on their application, appear to be better qualified or have more relevant experience. An expert panel will examine the application forms against agreed shortlisting criteria based on the position's requirements. The shortlisting criteria may include both the essential and desirable criteria for the post. It is therefore in your interest to provide a detailed and accurate account of your qualifications and experience.

## Submitting an Application

Please submit a completed application form before the **deadline for applications is 12 pm noon on 24 October 2023.**

Applications should be submitted via the [online application form](#).

We regret that it is impossible to provide individualised feedback to applicants who have not been shortlisted for an interview. We kindly request that you do not call or email seeking feedback. Feedback is available for all candidates who attend an interview.

**Candidates should note that canvassing will disqualify them.**