



VACANCY
PROGRAMME OFFICER
PART-TIME FIXED TERM TO 31 January 2024

Background

Equals Inc. is a non-governmental organisation founded in 2013 working to promote human rights, sexual reproductive health, strengthen community engagement and capacity and ensure stigma free access to services of the LGBTQ+ community. We strive to achieve this through community empowerment, education, networking and rights-based advocacy.

In June 2017, Equals opened a community center with support from the USAID/PEPFAR funded project LINKAGES to provide HIV/STI testing and psycho-social support to MSM (men who have sex with men) and transgender persons. Equals utilised this opportunity to provide a safe space for the LGBTQ+ community and conducted various social events, support groups and workshops for the community. In July 2020, support through LINKAGES for this community site, now officially named The Safe Space, ended.

Equals advocates for the rights of its community by engaging and educating key stakeholders and decision makers. In 2020, the Employment Prevention of Discrimination Act was passed that included sexual orientation in the list of characteristics that persons in the workplace cannot be discriminated against. While gender identity was unfortunately not included in this legislation, it was through a meeting with Minister Colin Jordan that Equals was able to ensure some level of inclusion in this legislation. Equals joined a case against In December 2022, the High Court of Barbados ruled that were unconstitutional, meaning that same sex intimacy is no longer criminalised between two consenting adults. Equals joined the other two litigants on this case, providing key data, statistics, and examples of how these laws have perpetuated stigma and discrimination towards the LGBTQ+ community. The repeal of these laws opens up new opportunities for engagement, sensitization, and inclusive legislation.

To this end, Equals has, and continues to, support a coalition of LGBTQ+ advocates who have been fighting tirelessly for an inclusive Constitution of Barbados that is now in review due to the country gaining Republic status. As a part of these efforts, Article 1 of the new Charter of Barbados reads as follows; All Barbadians are born free and are equal in human dignity and rights regardless of age, race, ethnicity, faith, class, cultural and educational background, ability, sex, gender or sexual orientation. We hope that this inclusive language continues into the new Constitution, as the coalition continues to engage with the Constitution Reform Committee. I would like to thank them for all their efforts so far because without them, our voices would not be heard.

The Role

This is an exciting opportunity for a passionate and dynamic mid-level programme management or advocacy professional to join a small, creative, and influential NGO in providing services, information, tools, and safe spaces to LGBTQ+ people that will improve their standard of living in a society that stigmatises and discriminates against them.

The Programme Officer will be responsible for the effective planning, monitoring and delivery of various projects that Equals conducts to achieve its goals as an organisation. The Programme Officer will be responsible for working with the Programme Manager on the projects listed below

PADF Towards Equality Project



“Towards Equality” seeks to continue the strategic multidimensional advocacy that is aimed towards building a more inclusive and just society and to build on the momentum of the Constitutional reform process and declaration that existing buggery and gross indecency laws are unconstitutional.

Mostly consultative, this project places strong emphasis on policy and legislative reformation, understanding that legislation is important in systemic transformation, and furthermore have noticeable impacts on societal attitudes and behaviours when paired with awareness-raising activities.

Objectives of the project:

- i) Identify legislative and policy gaps in the protection of the rights of LGBTQ+ persons in Barbados
- ii) Determine which areas of legislative and policy reform are priorities among LGBTQ+ persons in Barbados
- iii) Increase awareness, particularly among legislators, the Ombudsman and LGBTQ+ Barbadians about the existing rights under domestic and international law and the extent to which domestic legislation both facilitates and fails to facilitate the recognition of these rights

Key Responsibilities:

Assist the Programme Manager in the following areas;

Programmatic Management

1. Contribute to the effective, timely and on-budget implementation of the programmes, following any donor requirements and organisational rules and regulations
2. Work with the Financial Officer and Treasurer to manage budgets in line with principles of proper financial oversight and in compliance with contractual and legal obligations and organisational policies and procedures
3. Prepare and update monthly and quarterly plans and track programme deliverables against objectives and outcomes in collaboration with the Programme Manager
4. Ensure the timely delivery of monthly and/or quarterly narrative and financial reports in line with standards agreed and to meet overall programme monitoring and evaluation needs
5. Conduct regular risk assessments and reviews and appropriately escalate critical issues, suggesting mitigation strategies to remedy risks
6. Commission and work closely with consultants as relevant and oversee the delivery of their work, in line with Equals' procurement obligations and procedures and to ensure high-quality output and value for money
8. Work with the Public Relations Officer to ensure relevant, detailed documents and communications for various stakeholders are issued in a timely fashion and in alignment with Equals's public affairs and communications work
9. Ensure effective monitoring and evaluation arrangements are in place and carry out continuous programme cycle monitoring, facilitating internal and/or external evaluations as deemed necessary

Advocacy

1. Establish and manage positive relationships with local, regional and international partners
2. Advocate on behalf of the clients and LGBTQ+ community for improved human rights where necessary.
3. Represent the organisation at national, regional and international stakeholder meetings related to human rights issues of the LGBTQ+ community.



Skills and Competencies

We are looking for someone with demonstrable experience working in a relevant sector who can demonstrate;

Experience with:

- Planning and successfully delivering projects, programmes or campaigns relating to human rights or social change
- Working in cross-cultural environments with a range of partners with different backgrounds and at different levels.
- Activity-based budget development, management and reporting
- Commissioning and managing the work of consultants/technical assistance components
- Developing results frameworks/log frames or other reporting frameworks and supporting the identification and gathering of appropriate evidence
- Successful management of safeguarding considerations, especially as relating to vulnerable adults
- Writing proposals for grant funding as well for unsolicited sources of funding

Knowledge and understanding of:

- How a human rights organisation operates in a local and regional context
- The root causes of exclusion, especially with regard to LGBT+ people, from a development and/or human rights perspective
- Intersectionality and how intersecting identities impact the lives of, and social issues faced by LGBT+ people
- Project management methodologies
- Managing/ co-managing grant funding to a high standard and in line with contractual obligations
- Analysing data/inputs and writing detailed and evidence-based narrative and financial documents (including reports) to a high quality
- Risk management and mitigation, relating to both activities and finances

The candidate should be able to demonstrate the following personal qualities:

- Commitment to Equals' mission
- An open, adaptable and detail-oriented approach to delivering high quality programmes in collaboration with others
- Excellent written and oral communication skills, and able to convey complex issues to audiences with differing levels of knowledge
- Strong interpersonal skills, confidence working as part of a team and a proven track record of effective stakeholder relationship management
- Good time management and problem-solving skills
- Willingness to "pitch in" and support colleagues outside the parameters of the job description where necessary

Terms and Conditions

- This role is part-time, on a fixed-term basis until 31 January 2024 (with possibility of extension contingent on funding).
- The salary is \$700 p.c.m.
- The post-holder is entitled to standard annual leave plus bank holidays.
- The post-holder will be managed by the Programme Manager.
- The post-holder will be based out of The Safe Space or can work from home.



- Standard of 12 hours of work a week, with flexible work hours with possible requirement to work occasionally additional hours (which will accrue Time Off In Lieu).
- The post-holder must possess the right to live and work in Barbados for the period of the contract.
- Start date: Mid August 2023.

How to apply:

Email your CV and a two-page maximum covering letter explaining:

- (i) your interest in the role of Programmes Officer, and
- (ii) your relevant experience as per the skills and competencies outlined above.

to info@equalsbarbados.com with the title **Application: Programme Officer**

If you have any queries relating to your application, you can also use this email, titling your communication: "Vacancy: Programme Officer".

Closing date: August 7th, 2023 at 11:59 PM (AST)