



VACANCY
OUTREACH AND EVENTS COORDINATOR
PART-TIME FIXED TERM TO 31 MARCH 2025

Background

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

Since 2017, Equals has provided confidential and stigma free services in sexual reproductive health, general health, and mental health to over 500 LGBTQ+ identifying individuals. These services have been made available at a community site, which is also accessible to community members outside of clinic hours as a safe space where they can exist freely, utilising various facilities such as access to computers, kitchen amenities, and storage as well as socialising with other members of the community. Equals also provides safe spaces for the community through various activities, such as educational workshops, support groups, partnering with local bars to host LGBTQ+ friendly events, and hosting various Balls throughout the year.

Equals has recently received funding from Gilead's Zeroing In™: Ending the HIV Epidemic in Latin America and the Caribbean program to conduct the RAPID Response (Reconnecting And Promoting IDEal Response) Project. Through this program, Equals aims to improve access to its HIV related services, especially to those most at risk of contracting HIV. This is hoped to be achieved through community outreach and empowerment initiatives, and facilitating access to services.

The Role

This is an exciting opportunity for a passionate and dynamic entry to mid-level community outreach or event coordinator 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 Outreach and Events Coordinator will be responsible for assisting the Executive Director with the execution of the project activities under the RAPID Response Project, which includes organising social and outreach events and promoting Equals' services, be it through one on one interactions with community members, or through the organised events. Some events that the Outreach and Events Coordinator will coordinate will have a fundraising element to them, and they will also have monthly outreach targets to meet under the RAPID Response Project. More details of the roles and responsibilities can be found below.

Key Responsibilities:

Community Outreach

- Identify subpopulations of LGBTQ+ persons who are most at risk of contracting HIV and where they can be located.



- Conduct one to one outreach with persons most at risk of contracting HIV, provide accurate information on safer sex practices and assist them (via a referral system) in accessing services they may require.
- Ensure that those in need have access to condoms, lube, and other commodities.
- Assist in the design of any outreach / intake forms needed to record outreach activities.
- Complete outreach/intake forms when and where necessary.
- Work with the Outreach Worker to meet monthly outreach targets set for the RAPID Response Project.
- Work with the Executive Director to coordinate and manage volunteers under the peer educator programme.

Event Coordination

- Plan and coordinate at least 4 LGBTQ+ specific events a month with the objectives of; i) providing a safe space for LGBTQ+ people, ii) promoting inclusion of the LGBTQ+ community among the wider population and within the community itself, and iii) promoting, and in some cases providing, Equals services.
 - Key events that the event planner will be required to coordinate include; i) Balls, ii) LGBTQ+ friendly nights in partnership with identified bars, iii) games nights at The Safe Space, and iv) support groups for LGBTQ+ people. These are all events that are, or have been, a part of Equals' calendar of events and the Outreach and Events Coordinator will only need to build on them.
 - Additional events include i) outreach events that Equals might be invited to by NGO or governmental partners the require representation of the organisation, ii) Pride related events such as the Quiz Night and Health Fair that Equals coordinates annually, or iii) additional activities as requested by Equals members (e.g. hikes, open mic nights, gardening classes, etc.)
- Connect and work with the necessary vendors and partners to ensure the successful execution of said events, in line with Equals' procurement obligations and procedures and to ensure high-quality output and value for money.
- Coordinate and manage volunteers to help assist with events. These can be volunteers that make up event planning committees (for example, the Balls have a 'Ballroom Council' who help plan and coordinate the events), or provide one off assistance within an event.

Additional Responsibilities related to the role

- Assist the Executive Director with the effective, timely and on-budget implementation of events and activities under the RAPID Response Project, following any donor requirements and organisational rules and regulations.
- Work with the Executive Director and Financial Officer to manage budgets in line with principles of proper financial oversight and in compliance with contractual and legal obligations and organisational policies and procedures.
- Prepare and update monthly and quarterly plans and track project deliverables against objectives and outcomes in collaboration with the Executive Director, Outreach Worker, and other team members.



- Contribute to the timely delivery of monthly and/or quarterly narrative and financial reports in line with standards agreed and to meet overall project monitoring and evaluation needs.
- Conduct regular risk assessments and reviews and appropriately escalate critical issues, suggesting mitigation strategies to remedy risks.
- Work closely with other Equals staff, board members and partners, to ensure cohesion, consistency, and the successful delivery of the organisational and project activities and events.
- Work with the Social Media Manager and other relevant team members to ensure relevant, detailed communications about project activities and events are publicised appropriately.
- Work with the Executive Director to ensure effective monitoring and evaluation arrangements are in place and carry out continuous project cycle monitoring, facilitating internal and/or external evaluations as deemed necessary.
- Attend and contribute to regularly scheduled team meetings to discuss progress towards organisational and project specific goals
- Liaise regularly with and maintain feedback from community members and partners, informing the appropriate parties of relevant feedback so that they can take the appropriate actions to address the feedback.
- Work with the proposal writing committee where relevant to contribute to the development of proposals for solicited and unsolicited funding.
- Advocate on behalf of the clients and the LGBTQ+ community for improved human rights where necessary.
- Represent the organisation at national, regional and international stakeholder meetings related to human rights issues of the LGBTQ+ community.
- Attend all related training provided to enhance the ability to execute the role.

Skills and Competencies

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

Experience with:

- Planning and successfully executing events.
- Interacting with individuals with intersecting identities and different levels of marginalisation.
- Activity-based budget development, management and reporting.
- Procuring and working with vendors
- Successful management of safeguarding considerations, especially as relating to vulnerable adults.
- Managing a small team to ensure that they execute the tasks that are assigned to them.

Knowledge and understanding of:

- HIV and the risks, prevention and treatment methods (including PrEP and ART) associated with the virus, and well as similar knowledge of other STIs. (Intermediate Level)



- The root causes of exclusion, especially with regard to LGBTQ+ people, from a development and/or human rights perspective. (Basic level)
- Intersectionality and how intersecting identities impact the lives of, and social issues faced by LGBTQ+ people. (Basic level)
- Project management (Basic level)
- Managing budgets to a high standard and in line with forecasted expenditure. (Intermediate level)
- Risk management and mitigation, relating to both activities and finances. (Intermediate level)

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

- A commitment to Equals' mission.
- An outgoing personality.
- An open, adaptable and detail-oriented approach to delivering high quality activities in collaboration with others.
- Excellent written and oral communication skills.
- 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 full time, on a fixed-term basis until 31 March 2025 (with possibility of extension contingent on funding).
- Those who identify as members for the LGBTQ+ community will be prioritised for this role due to the sensitive nature of the role.
- The remuneration for this role is \$2,600 p.c.m.
- The post-holder is entitled to standard annual leave but may be required to work on bank holidays.
- The post-holder will be managed by the Executive Director.
- The post-holder will be able to work remotely, but may be requested to set aside some time to work at the Equals Office.
- 32 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: 1 May 2024.
- This post is dependent on availability of donor funding and Equals reserves the right to withdraw any offer of a contract should the funding not be finalised for any particular reason. No agreement will be entered into until confirmation of funds has been received.

How to apply:

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

(i) your interest in the role of Outreach and Events Coordinator, and



(ii) your relevant experience as per the skills and competencies outlined above.

to info@equalsbarbados.com with the title **Application: Outreach and Events Coordinator**

If you have any queries relating to your application, you can also use this email, titling your communication: "Vacancy: Outreach and Events Coordinator".

Closing date: 15 April 2024. Interviews: via Zoom, week commencing 22th April 2022.