



VACANCY
PROJECTS AND ADMINISTRATIVE ASSISTANT
FULL-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+ individuals. These services have been made available at a community site now known as 'The Safe Space', which is also accessible to community members outside of clinic hours as a 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 other 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 Balls throughout the year.

Equals also 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 protected from discrimination in the workplace. While gender identity was unfortunately not included, it was through a meeting with Minister Colin Jordan that Equals advocated for some level of inclusion in this legislation. In December 2022, the High Court of Barbados ruled that the provisions in the sexual offences legislation relating to 'buggery' and 'serious indecency' were unconstitutional as it relates to persons above the age of consent, meaning that intimacy between consenting adults of the same sex is no longer criminalised. Equals was one of the three litigants in this case and provided key data, statistics, and examples of how these laws perpetuated stigma and discrimination towards the LGBTQ+ community. For over 6 years, Equals has conducted sensitisation trainings with stakeholders and partners in various sectors including healthcare (general, sexual and mental), social services, media, and the private sector. This has resulted in partnerships through referral systems or joint events to ensure the inclusion of LGBTQ+ people.

Equals has recently received funding from the United Nations Development Programme: Being LGBTI in the Caribbean (BLIC) Project to implement activities focused on the socio-economic empowerment of trans and gender-diverse (non-binary, genderfluid, gender non-conforming etc) people in Barbados. BLIC is a regional project which started in 2017 that aims to enhance knowledge, partnerships, and capacities of LGBTIQ+ communities, civil society, and States to reduce human rights violations and negative attitudes towards LGBTIQ+ people in the Caribbean.



As the Barbados implementing partner for BLIC's most recent project, Equals will provide resources to a group of trans and gender diverse people in Barbados to complete/further their education, build their skills and/or start small businesses. Project participants will also be provided with psychosocial, financial and other support to facilitate successful completion of the programme. Another key component of the project is identifying and engaging trans-friendly employers.

The Role

This is an exciting opportunity for a passionate and dynamic person *interested in gaining experience* in the administrative, project management or advocacy fields to join a small, creative, and influential civil society organisation (CSO) 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 **Projects and Administrative Assistant** will split their time equally between two areas of responsibility:

- 1) Providing technical and administrative support to the Equals Project Manager of the BLIC Project in the smooth operations of the project and its activities and ensuring consistency of project implementation with UNDP rules and regulations.
- 2) Providing technical and administrative support to Equals' other projects, activities and operations.

The Projects and Administrative Assistant will report to the Equals Executive Director and the Equals Project Manager for the BLIC project.

Key Responsibilities

Project Support

- Contribute to the effective, timely and on-budget implementation of the BLIC and other Equals projects and activities, following donor requirements and organisational rules and regulations.
- Assist in project financial resource management, and human resource management.
- Assist in efficient procurement and logistical services.
- Maintain clear lines of communication with stakeholders external to Equals such as project partners, funders, consultants and (BLIC and other) project participants.
- Maintain up-to-date files, records and project documentation.
- Provide logistical support for training sessions, workshops and other meetings as tasked by supervisor(s).
- Assist in the timely delivery of narrative, financial reports and any other reports in line with timelines and standards agreed.
- Tracking BLIC project and Equals other project/activity deliverables against objectives and outcomes.
- In collaboration with supervisor(s), conduct regular risk assessments and reviews and appropriately escalate critical issues, suggesting mitigation strategies to remedy risks



- Assist in the effective monitoring and evaluation arrangements that are in place and carry out continuous project cycle monitoring, facilitating internal and/or external evaluations as deemed necessary in collaboration with supervisor(s).

Logistics Management, Financial Management and Administration

- Work with the service providers, consultants and Equals team members to ensure the proper and confidential recording of client information.
- Prepare financial documents relating to the operations and projects for the Financial Officer.
- Draft relevant, detailed documents and communications for various stakeholders and partners in a timely fashion.
- Perform any other tasks assigned by supervisor(s) within the scope of operational, administrative, project and activities support.

Community Site Operations and Supervision

- Ensure that the services provided at The Safe Space run efficiently and effectively.
- Ensure the site is well maintained and report any damages or losses to the Executive Director.
- Procure all necessary items for the provision of services.
- Uphold and review the rules of the use of the space by clients and community members and execute disciplinary action as stated in the rules.
- Work with additional staff members to promote the services provided at The Safe Space.
- Provide input into the development and deployment of additional services that can be provided at The Safe Space.
- In collaboration with the Public Relations Officer, manage the website, ensuring information is up to date.
- Attend all related training provided to enhance the ability to execute the role.
- Respond to all phone calls promptly and professionally.
- Respond to queries from online platforms (social media, website live chat, WhatsApp, etc.)
- Provide additional support to other Equals personnel as necessary.
- Actively support and participate in Equals programmes, projects and events.

Skills and Competencies

While we do not have strict educational requirements for this role, a certificate/diploma, Associate or Bachelor's degree preferably in administration, office management, social work, social sciences or related areas would be an asset.

Ideally, we would love to see applicants that can demonstrate most of following experience, knowledge, qualities and skills:

Experience with:



- Administrative duties, including making calls, responding to queries, collecting and organising important documents, supervision of the space they work, etc.
- Management of confidential information of clients.
- Working with a marginalised population.
- Working directly with clients
- Conflict mitigation and resolution
- Working with or within an NGO or Civil Society Organization (CSO) context in Barbados or the Caribbean
- Working with government and private sector counterparts.
- Working with regional/international donors and/or multilateral organisations.
- LGBTQ+ advocacy, community work, Social Work, Human Rights, International Development, Gender or related areas.

Knowledge and understanding of:

- HIV and STIs, PrEP and ART.
- The diversity within LGBTQ+ community and how stigma and discrimination affect their physical, mental, and social economic wellbeing.
- Monitoring and Evaluating practices.
- Risk management and mitigation, relating to both activities and finances.
- Microsoft Office Suite and/or G Suite programmes, to an intermediate-advanced level.
- Planning and successfully delivering projects, programmes, events or campaigns, preferably relating to human rights or social change
- Developing, managing and reporting on project/activity-based budgets
- Working with a range of partners with different backgrounds and at different levels.
- Analysing data/inputs and writing detailed and evidence-based narrative and financial documents (including reports) to a high quality.
- Managing and mitigating risks relating to both activities and finances
- Effectively managing stakeholder relationships.
- Relevant safeguarding considerations, especially as it relates to vulnerable adults.
- How intersecting identities impact the lives of, and social issues faced by LGBTQ+ people.
- The causes and effects of stigma and discrimination faced by the LGBTQ+ community in Barbados (transgender and gender diverse persons in particular).

Personal qualities/skills:

- Commitment to Equals' mission and UNDP's values.
- An open, adaptable and detail-oriented approach to delivering high quality services in collaboration with others.
- Excellent written and oral communication skills, and able to convey complex issues to audiences with differing levels of knowledge.
- Excellent organisational skills.
- Strong interpersonal skills, confidence working as part of a team and a 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.
- Willingness and ability to work flexible hours (opening hours of the community site are largely dependent on the times services are provided).
- Ability to maintain clear communication even when under pressure.
- Ability to form and maintain relationships through teamwork and networking and clear communication.
- Responds constructively to feedback.
- Seeks and applies knowledge, information and best practices.
- Consistently approaches work with energy and a positive, constructive attitude.
- Demonstrates openness to change and ability to manage complexities.
- Owning/having regular access to a vehicle is a plus.

Key Information about the Role

- ***Transgender and gender diverse (non-binary, genderfluid, gender non-conforming etc) persons are strongly encouraged to apply*** [Project donor stipulations require that preference be given to trans and gender diverse candidates to align with the objective of building the professional capacity of persons within this population]
- This role is full-time, on a fixed-term basis until 31 March 2025 (with possibility of extension contingent on funding).
- The salary is \$2,500.00 per month
- Start date: May 1st
- The workload will be split in the following manner: dedicating the equivalent of 2.5 working days a week to the BLIC project and dedicating the equivalent of 2.5 working days to providing administrative, financial and operational support to Equals’ other projects and activities.
- The post-holder is entitled to standard annual leave plus bank holidays in accordance with the Laws of Barbados and Equals’ Employee Handbook.
- The post-holder will be based out of The Safe Space with the option to work flexibly (i.e. working outside of normal ‘business hours’ with the agreement of supervisor(s) and Equals management) and/or in a hybrid manner (i.e. time spent working both onsite and remotely). *Please note that due to the nature of the role, this cannot be a fully remote role.*
- 40 hours of work a week, with possible requirement to work very occasionally additional hours (which will accrue Time Off In Lieu).
- The post-holder must possess the right to work in Barbados for the period of the contract.

How to apply

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

- I. Why you are interested in the role and why you think it would suit you
- II. Your experience and/or education relevant to the skills, competency and qualities outlined above



III. The names and contact information for 1-3 reference(s) (preferably professional but academic or personal are also acceptable)

to info@equalsbarbados.com with the title **Application: Projects and Administrative Assistant**

If you have any queries relating to your application, you can also use this email, titling your communication: "Vacancy: Projects and Administrative Assistant".

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