



## Job Description and Person Specification

<b>Job Title :</b>	Adult Support Volunteer - Queer Creations Group
<b>Location :</b>	South Devon (Primarily Newton Abbot)
<b>Accountable to :</b>	Adult Services Coordinator
<b>Contract :</b>	Volunteer - ongoing with regular reviews
<b>Salary :</b>	N/A
<b>Hours of Work :</b>	4 hours/week on the 4th Saturday of each month, 12.30 pm to 4.30 pm. 1 hour/month 121 supervision with the Line Manager 4.5 hours/month at Team Day in Newton Abbot Additional time to check/respond to messages via email and Discord as needed
<b>Expenses</b>	Reasonable out-of-pocket expenses will be reimbursed
<b>Closing Date :</b>	10 am on Wednesday, 2nd July 2025

## About Proud2Be

Proud2Be is a grassroots, queer-led social enterprise that supports and enables LGBTQIA+ people in Devon and beyond to be free, safe, and proud to be ourselves.

We are a values-driven organisation. The following values underpin everything we do:

- **Celebration**  
We believe in celebrating ourselves, each other, and the progress that has been made in the fight for rights, dignity, and respect, while also recognising the struggle that LGBTQIA+ people still face in the UK and worldwide.
- **Courage**  
When we started Proud2Be, we turned our pain into something beautiful and powerful. Going forward, we will always value the ability to take on new challenges and be visible despite fear.
- **Empowerment**  
We believe that by providing the right support and opportunities—and by helping to dismantle systems of oppression—people can empower themselves to live their most fulfilled lives.
- **Inclusivity**  
We believe in acknowledging and celebrating the intersecting identities of LGBTQIA+ people. We strive to make space for the presence and voices of those multiply marginalised by society.



- **Integrity**

We believe we show integrity when our values and our actions are congruent in all aspects of our work.

---

## **Purpose of Role**

To work collaboratively to ensure LGBTQIA+ people have opportunities to engage in meaningful activities that help build confidence, raise aspirations, give voice, and support them to recognise their own worth.

---

## **Key Responsibilities**

- Support the design and delivery of engaging, inclusive activities and projects for LGBTQIA+ people
  - Be a proactive, collaborative team member - sharing ideas and valuing contributions
  - Be fully committed to the freedom and liberation of all LGBTQIA+ people, especially those facing increased discrimination (e.g. trans/non-binary people, bi people, disabled people, older people, sex workers, POC, asylum seekers, and others)
- 

## **Core Tasks**

- Assist the team with setting up and packing away before and after the group sessions
- Help with preparing and cooking food for the group
- Facilitate crafts, games, and other group activities
- Offer a listening ear and encourage active engagement from service users
- Recognise, celebrate, and support the achievements and contributions of service users
- Adhere to Proud2Be's health and safety, safeguarding, and data protection policies



- Attend regular group supervision sessions, 121 supervisions, and contribute to monthly team days
- Check and respond to messages via email and Discord, as appropriate
- Uphold Proud2Be's values, policies, and inclusive ethos in all interactions
- Maintain appropriate boundaries and confidentiality in line with organisational guidelines
- Support the creation of a safe, welcoming, and affirming space for all service users

---

## Person Specification

### Essential

Some experience supporting people in formal/informal settings

Commitment to ongoing learning and anti-oppressive practice

Empathy, resilience, reliability, and good listening skills

Ability to work within safeguarding procedures and maintain confidentiality

Team player who can also use initiative

Ability to get to Newton Abbot

### Desirable

Experience working with LGBTQIA+ and/or disabled people

Experience facilitating activities or workshops with service users

Knowledge of challenges faced by LGBTQIA+ people, especially in rural areas

Experience with Discord or other digital communication platforms

Creativity in planning and delivering activities

Experience of leading or supporting peer-led groups

---

## Additional Information

- This role requires an enhanced DBS check (cost covered by Proud2Be).
- Volunteers will receive an induction, ongoing support, and training opportunities.
- We actively encourage applications from LGBTQIA+ people and those from multiple marginalised communities.