

TERMS OF REFERENCE

ADVISOR to the LGBTI YOUTH FUND STEERING COMMITTEE

The LGBTI Youth Fund (www.lgbtiyouthfund.ch) is seeking a third advisor to the Steering Committee.

ABOUT THE ASSIGNMENT

Purpose

To serve as an advisory member of the Steering Committee of the LGBTI Youth Fund.

Role and responsibilities

The advisor:

- provides expertise on issues regarding LGBTIQ youth in Switzerland, **especially on issues regarding trans young people and/or mental health of LGBTIQ youth**: i.e., current knowledge, critical thinking, and analysis to help the Fund to achieve its mission,
- advises the grant-making strategy of the Fund and contribute to its impact,
- participates in grant discussions at Steering Committee meetings and advise the Steering Committee's decisions on grant recommendations,
- provides expertise and guidance to the Fund's team on critical topics, and
- connects the Fund with the LGBTIQ community.

Profile and expertise

- At least 5 years of experience working on LGBTIQ youth issues in Switzerland.
- Expertise on transgender/non-binary issues and/or mental health of LGBTIQ youth in Switzerland.
- Specific knowledge of the Swiss German and Swiss Italian context in relation to the situation of LGBTIQ people.
- English (oral understanding and reading).
- Based in the Swiss German or Italian region (ideally)

Meetings, attendances, and deliverables

Advisors are asked to serve and attend the Steering Committee meeting discussions and review meeting materials. The Steering Committee and the advisors meet three times a year, in person or online, the meetings are held in English. Preparation for and attendance at each Steering Committee meeting take approximately one day (or less, depending on the agenda). Advisors receive the meeting materials, mainly in English, at least one week in advance.

Between Steering Committee meetings, advisors can be consulted individually on specific topics and funding requests according to their expertise.

A maximum of five-day commitment per year is envisaged. This will be assessed and revised by the Steering Committee, if necessary.

Terms and compensation

The advisors serve for **one year, renewable**, in their individual capacity as experts with diverse backgrounds and expertise. **The advisors have no governance responsibilities**; they have no voting and decision-making power.

In recognition of the value of their contribution and as compensation for the time they devote to the Fund, the advisors receive an **annual honorarium of CHF 3'000**. Travel expenses for in-person meetings, mainly in Geneva, are reimbursed separately.

Accountability and confidentiality clause

The advisors are accountable to the Steering Committee and to the beneficiaries of the Fund. The contractual accountability is to the Swiss Philanthropy Foundation.

By virtue of their role the advisors have access to confidential or sensitive information, which must not be used or disclosed to third parties without the prior consent of the Fund.

Supervision

The advisors work with and under the supervision of the Fund Director, Florence Jacot, who acts as the main contact person.

Selection and Appointment

The Fund encourages applications from LGBTIQ people. In case of equal skills and expertise, preference is given to the recruitment of a queer person.

The Steering Committee appoints the advisors.

The advisors sign an agreement letter and a confidentiality agreement with Swiss Philanthropy Foundation, which hosts the LGBTI Youth Fund.

The advisors read and sign the safeguarding policy of the Fund (see hereafter).

Safeguarding

The Fund has a safeguarding policy that defines safeguarding as the actions taken to prevent harm, abuse, or exploitation and to promote the welfare and well-being of children, LGBTIQ children and young people.

Children are particularly at risk of abuse given their dependence, stage of development, and reliance on adults. LGBTIQ children and youth face the same risks as all children and young people, but they are at greater risks of some types of abuse, such as homo/bi/transphobia, discrimination, bullying or hate crime. They might also be a greater risk of (online) sexual abuse and exploitation.

The advisors may occasionally come into direct contact with LGBTIQ children and young people through their mandate for the Fund. The Fund recognises its responsibility and duty of care to safeguard and protect LGBTIQ children and youth, its contractors, and its grantee partners.

Therefore, the Fund's safeguarding policy provides a framework of principles, standards and guidelines which sets out our expectations on how we, as an independent fund, prevent and respond to safeguarding concerns. The safeguards apply to all individuals irrespective of age, gender, gender identity, gender expression, ethnic or social origin, religious beliefs, political opinion, sexual orientation, or disability.

The Fund's safeguarding policy applies to all staff of the Fund, members of and advisors for the Fund's Steering Committee, participants of the youth groups, youth coordinator, consultants, and other contractors during their mandate for the Fund.

How to apply

Please send a cover letter and your CV to Florence Jacot, Director, florence.jacot@lgbtiyouthfund.ch. Cover letter in English preferred, CV in French, German or Italian accepted.

Closing date for applications: **Monday 29 January 2024**

ABOUT THE FUND

Launched in October 2022, the LGBTI Youth Fund (hereafter the Fund) is an independent 10-year time-bound philanthropic fund, based in Switzerland, supported by Oak Foundation (www.oakfnd.org) and hosted by Swiss Philanthropy Foundation (www.swissphilanthropy.ch).

LGBTI Youth Fund
www.lgbtiyouthfund.ch

Vision

In ten years, Switzerland is an inclusive society where all adolescents can freely define and express their gender identities and sexual orientation and have respectful and healthy relationships with each other.

Mission

The Fund has the mission to advance lasting changes for an inclusive, fair, and safe Swiss society that respects the rights and needs of LGBTIQ youth. Through its grant-making the Fund aims to support national, regional, and local initiatives that address the specific needs of LGBTIQ youth and create the conditions for change through a combination of the following approaches:

- LGBTIQ youth involvement/youth-led initiatives
- Service provision and programming
- Sensitisation and awareness raising
- Training and skills development
- Campaigning and strategic communication
- Community organising
- Coalition building
- Pilot, evaluation, and adaptation
- Research uptake
- Organisational development and capacity building

Strategic focus areas

To achieve its mission, the Fund will support projects within three focus areas:

1. Promotion of healthy relationships
2. Change of social norms
3. Empowerment of LGBTIQ youth

Values

At the LGBTI Youth Fund, we strive to put LGBTIQ youth at the centre of our mission and strategy. We believe in their views; LGBTIQ youth are the experts of their own lives, they know the challenges they face, the needs and opportunities they have, based on their lived experiences. This is why we uphold specific values that guide how we work.

We stand for :

- diversity, equity and inclusion;
- the rights of LGBTIQ youth, equality and non-discrimination.

We strive to :

- listen to LGBTI youth and create space for their leadership;
- respect the dignity, views, and experiences of all;
- ensure the safety and well-being of LGBTIQ youth and our partners;
- build trust-based relationships with LGBTIQ youth and our partners.