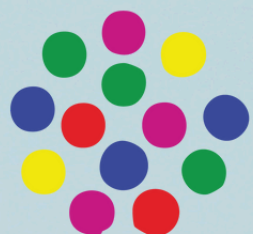


# Applicant Job Pack



ReportOUT

## Role: Project Worker (OASNE Project)



**oasne**  
OUT and safe northeast



# Who are ReportOUT?

Since 2019, ReportOUT has been at the forefront of protecting the human rights of sexual and gender minorities in the United Kingdom and globally. As a registered charity in England and Wales (registered charity number 1185887) we are **fearless, determined and relentless** in our belief that human rights are fundamental to advancing the lives of sexual and gender minorities, and their communities. We recognise that we need to succeed in our aims and objectives by using principles from international development alongside human rights frameworks; we believe both approaches should **always include sexual and gender minorities**. We align our work with Agenda 2030, so no one should be left behind.

## ReportOUT's official aims and objectives are:

To promote human rights (as set out in the Universal Declaration of Human Rights and subsequent United Nations conventions and declarations) throughout the world for sexual and gender minorities by all or any of the following means:

- Eliminating infringements of human rights;
- Research into human rights issues;
- Raising awareness of human rights issues;
- Educating the public about human rights;
- Monitoring abuses of human rights;
- International advocacy of human rights;
- Providing technical advice to government and others on human rights matters.

## Our guiding principles:

- **Principle 1:** No one should be left behind in delivering the articles set out in the Universal Declaration of Human Rights.
- **Principle 2:** Every person has a part to play in achieving the goals and targets set out in the United Nations Sustainable Development Goals.
- **Principle 3:** Positive change should be led by communities within a nation state and ReportOUT will support them to do this.

ReportOUT is a volunteer-led charity, with volunteers and Trustees originating from over forty different nation-states. We occasionally recruit self-employed project staff for particular projects.

# Introductory Note: Drew Dalton

Thank you for your interest in the Project Worker role for our exciting new initiative, OUT and Safe North East. At ReportOUT, we are proud to stand at the intersection of LGBTQ+ rights and global justice, and this project marks an important step forward in our mission to support LGBTQ+ people who have migrated to the UK, often under the most difficult of circumstances.

We know that LGBTQ+ migrants, refugees, and people seeking asylum often arrive in the North East carrying with them the weight of trauma, isolation, and the struggle to rebuild their lives in unfamiliar surroundings, as well as facing intersectional prejudice. We also know that LGBTQ+ international students often use the opportunity to study abroad, to seek safety, to be themselves and in some cases, come out.

OUT and Safe North East will be more than just a drop-in; it will be a lifeline. A space to feel safe, to be heard, to be seen – and ultimately, to belong.

As a Project Worker, you will play a key role in building that space. You will be the face of a project rooted in dignity, empowerment, and community, helping people not just survive, but thrive. The relationships you build, the support you offer, and the environment you help to create will have a direct and lasting impact on people's lives.

At ReportOUT, we believe that change begins with people, and we want to work with individuals who share our passion for human rights, inclusion, and solidarity. If you are committed to creating meaningful, grassroots change and believe in the power of safe spaces to transform lives, we would love to hear from you.

This is not just another role. It's an opportunity to shape something special from the ground up, and to be part of a growing movement that uplifts and protects LGBTQ+ people everywhere.

We look forward to receiving your application and learning more about the skills you have and the difference you want to make.

Warm regards,

**Drew Dalton**  
**Chief Executive Officer**  
**ReportOUT**



**Drew Dalton**  
**CEO and Chair of**  
**Trustees at**  
**ReportOUT**

# About the role:

**Job Title:** Project Worker: OUT and Safe North East Project

**Location:** Pride Media Centre, Unit T1, Stonehills, Pelaw, Gateshead NE10 0HW, United Kingdom (location may be subject to change at a later date in the project)

**Contract Type:** Self-employed

**Fee:** £20 per hour

**Hours:** 3 hours per week (2 hours direct contact time and 1 hour project administration and outreach)

**Contract Length:** 24 months

**Reports To:** CEO/Chair of Trustees

**Application Deadline:** 30/09/25

**Start Date:** October 2025 (date TBA in mutual agreement)

## About the role and the project:

We are looking for a compassionate, proactive, and community-focused Project Worker to support the delivery of OUT and Safe North East, a weekly drop-in space for LGBTQ+ migrants. Based at the Pride Media Centre in Gateshead, this project offers a safe and supportive environment where LGBTQ+ individuals from migrant, refugee, and asylum-seeking backgrounds can access community, connection, and support. This drop-in will support newly arrived and existing refugees, migrants, and people seeking asylum, to integrate into their new surroundings and to overcome some of the specific difficulties they face as LGBTQ+ people. It will provide: Weekly contact support via a drop-in group, offering group activities and one-to-one support. This will be a warm space where we can offer LGBTQ+ workshops, talks, mental health and well-being activities, integration tasks, local orientation, advice on LGBTQ+ specific issues, and advocacy support to tackle homophobia and to work to tackle hate crime, raising awareness of it amongst group members, who often do not know national laws about this. Signposting to other services such as counselling and PTSD support, with local partner organisations. Working alongside another Project Worker and trained ReportOUT volunteers, alongside a monitoring group made up of professionals, you will plan and deliver engaging weekly sessions, provide advice and signposting, and foster a welcoming, inclusive space.

## Contractual status

This is a self-employed position. If successful, the contractor will be responsible for managing their own tax, National Insurance contributions, and VAT (if applicable). ReportOUT will not deduct tax at source. This post is subject to a satisfactory Enhanced DBS Check.

## Key Responsibilities

- Encourage the drop-in to thrive and grow.
- Deliver weekly drop-in sessions alongside a co-worker and volunteers.
- Successful volunteer management and supervision of a small and motivated team of volunteers.
- Create a safe, inclusive, engaged, varied, and welcoming space for LGBTQ+ migrants from all backgrounds.
- Provide one-to-one advice, emotional support, and referrals.
- Keep clear records of attendance, engagement, and session feedback.
- Contribute to project monitoring and evaluation.
- Promote the service across relevant networks and communities, forming close relationships with them.
- Keep the project monitoring group informed of progress, using their referral methods when needed.
- Uphold safeguarding, confidentiality, anonymity, and professional boundaries at all times.
- Take part in additional activities (which may fall on different times and dates), when needed.

# Person specification:

## Essential criteria:

- Experience working with LGBTQ+ people and/or migrant communities.
- Understanding of the varied backgrounds and intersectional challenges faced by LGBTQ+ migrants in the UK.
- Very strong interpersonal and communication skills, which includes the ability to build trust and rapport with diverse individuals.
- Group facilitation experience, with the ability to deliver varied drop-in session ideas to cover all interests and needs.
- Commitment to inclusivity, anti-racism, and trauma-informed practice - including strong cultural awareness.
- Able to work independently, to be responsive, and to take initiative.
- Knowledge of referral processes, including safeguarding policies and procedures.
- Experience with evaluation, monitoring, and reporting methods.
- Strong organisational and time management skills.
- Strong MS Office skills, including Microsoft Outlook, Teams, Word, Forms.

## Desirable:

- Lived experience as an LGBTQ+ person and/or migrant (**highly desirable**).
- Multilingual skills in either official state languages and/or regional dialects.
- Familiarity with local support services in the North East.
- First aid or mental health first aid trained.
- Community campaign skills.
- Ability, or willingness to learn, SharePoint software for updates to the wider team.

## What we offer:

- Being part of the the resistance to anti-LGBTQ+ and anti-migrant narratives.
- A meaningful opportunity to support and empower LGBTQ+ migrants.
- Collaborative and inclusive working environment.
- Flexibility around planning hours.
- Ongoing support and access to training.

## How to apply

To apply, please send your CV and a cover letter (1-2 pages) outlining how you meet the essential (and where possible, desirable) person specification to: [contactus@reportout.org](mailto:contactus@reportout.org)

If you have any questions or would like an informal conversation about the role, contact: Drew Dalton (CEO) at [drewdalton@reportout.org](mailto:drewdalton@reportout.org)

**We particularly welcome applications from individuals with lived experience as LGBTQ+ migrants, international students, economic migrants, refugees, or people seeking asylum. ReportOUT is committed to equality, diversity, and inclusion in all areas of our work**





ReportOUT

*"Report. Inform. Defend."*

All rights reserved

First published in 2025

ReportOUT

PReportOUT c/o Pride Action North.

Adamson House

65 Westgate Rd

Newcastle upon Tyne

United Kingdom

NE1 1SG

For more information, please visit our website: [www.reportout.org](http://www.reportout.org)

Registered Charity number (England and Wales): 1185887