

RECRUITMENT PACK

Role title	Research Coordinator
Reports to	General Manager
Hours	24 hours per week (part-time) to be worked flexibly
Salary	£29,000 (pro rata, based on a 36-hour week)
Length	The post is a fixed term contract to May 2028
Funder	The post is funded by The National Lottery Heritage Fund

About Lavender Menace Queer Books Archive



Photos by Mairi Wilson (left) and JLF Photography (right)

The Lavender Menace Queer Books Archive has grown out of Scotland's first LGBTQ+ bookshops, Lavender Menace (1982-87) and West & Wilde (1987-97). Bob Orr and Sigrid Nielsen, the owners of the original Lavender Menace Bookshop founded the Lavender Menace Queer Books Archive in 2019 to keep this valuable LGBTQ+ book heritage alive and share it with the community.

Lavender Menace Queer Books Archive works to create and maintain a free and welcoming community archive space for reading, research, and socialising. The archive is open to visitors and hosts a variety of author [events](#), workshops, community groups and book clubs. We also have a [digital catalogue](#) of our collection.

We have a mission to bring together the queer community in Edinburgh and beyond; celebrate LGBTQ+ authors and their works; and collect and preserve LGBTQ+ books (focusing on those published between 1970 and 2000).

Role description

This exciting role will be responsible for the development and delivery of community-led research into Scotland's LGBTQ+ heritage, with responsibility for the Connecting Heritage strand of the project. Specifically, the role leads on research design, outputs and partnerships; supporting a team of volunteer researchers and producing accessible public facing outputs. Working collaboratively with the wider team, the postholder will ensure that the research is inclusive, ethical and embedded within community practice.

The Connecting Heritage strand will bring together volunteer community researchers and a GLAM (Galleries, Libraries, Archives & Museums) advisory board to identify LGBT+ material held within Scotland's public collections and create a Finding Aid and Research Guide, culminating in an exhibition and conference. The new project "Unlocking Scotland's LGBTQ+ Heritage" is made possible with The National Lottery Heritage Fund. Thanks to National Lottery players, we will be able to expand the reach of the Archive, and better connect communities to their heritage.

Your responsibilities

You will provide research leadership, coordination and support, by:

- recruiting, inducting, and supporting a team of volunteer community researchers;
- coordinating training and supporting community researchers;
- maintaining communication between researchers, partners, and the advisory board; and
- ensure research activities are inclusive, ethical, and aligned with project goals.

You will lead the Connecting Heritage strand, including work to:

- design and deliver research frameworks and methodologies
- lead partnerships with GLAM institutions and research networks
- oversee production of a Research Guide, a Digital Finding Aid and various public outputs

You will generate research outputs and public engagement, by:

- coordinating the collation of research findings for the Research Guide and Digital Finding Aid;
- supporting the creation of accessible, engaging research summaries, case studies, and interpretive materials;

- co-programming the monthly online Scottish LGBT+ History Forum, ensuring researchers and partners are supported to present their work;
- assisting with planning and delivering the end-of-project conference and exhibition;
- identifying opportunities to share research with wider audiences through talks, partnerships, and digital platforms; and
- collaborating with Outreach Coordinator on shared outputs.

You will manage volunteer development and co-production, by:

- providing ongoing support, supervision, and guidance to volunteer researchers;
- co-producing research activities and outputs with volunteers, ensuring meaningful involvement at every stage;
- supporting volunteers in developing confidence, skills, and leadership in community-led research; and
- assisting with volunteer recruitment and induction for research-related roles.

You will contribute to reporting, evaluation and data management, by:

- feeding into monthly written and verbal reports for the Board on research progress and community engagement;
- lead on quarterly external grant reporting to the National Lottery Heritage Fund for research-related activities;
- contributing to other funder reports, as required;
- Develop and maintain evaluation frameworks for research activities; and
- Support external evaluation consultants by providing data, context, and access to participants.

You will provide research focused communications support, by:

- developing research summaries, stories, and findings for use in comms and marketing;
- creating images, copy, and information for research-related events and publications.
- supporting volunteers and guest writers by soliciting and editing research-based blog posts; and
- provide timely information to the wider team to support promotion and accessibility.

Alongside the wider team, you will support front-of-house and community-facing space stewardship, by:

- serving as the main staff presence during Reading Room days, ensuring a welcoming, safe, and inclusive environment;
- supporting volunteers and visitors, manage daily operational needs, and uphold accessibility and comfort standards;
- coordinating rotas for volunteers, staff, and keyholders in collaboration with the General Manager; and
- providing remote support to volunteer keyholders during extended opening hours, where needed.

You will help with wider fundraising and organisational support, by:

- contributing research-related ideas, project plans, and content for fundraising applications;
- supporting the General Manager and Board by drafting sections of applications, collating information, and actioning feedback;
- assisting with scheduling, correspondence, and meeting preparation for directors when required;
- lead or support additional research-relevant projects as requested; and
- assist with day to day financial management of the organisation including the management of discreet budgets and processing requirements.

These responsibilities will be reviewed annually and may be subject to change.

Criteria

Essential

- Experience in community-led research.
- Strong communication skills and confidence supporting volunteers and community participants.
- Experience organising training, workshops, or collaborative research activities.
- Ability to manage reporting, evaluation, and project documentation.
- Experience building partnerships with cultural or community organisations.
- Commitment to LGBT+ heritage, inclusion, and community-led practice
- Understanding of, and commitment to, diversity, human rights and addressing inequalities
- Cultural competence in relation to working with LGBT people, and good understanding of the diverse experiences and needs of the LGBT+ community.
- Non-judgmental, empathetic, with ability to work sensitively with a wide variety of people from different communities, identities and backgrounds.
- Ability to work as part of a team as well as using own initiative.
- Ability to be self-administering in terms of IT and highly computer literate (Outlook, Zoom, websites and blogs, social media, online apps).
- Ability to manage a budget
- Excellent verbal and communication skills.
- Flexible attitude to the demands of the post and the needs of the organisation.
- Motivation, enthusiasm, pro-active and solution-focused, with positive approach to working with partnerships.
- Punctual, reliable with high degree of integrity.

Desirable

- Experience of engaging with and supporting individuals who may have a range of support needs

- Ability to work independently during contact days and manage competing demands. Knowledge of the books and magazines in the Lavender Menace Archive collection or of the LGBT+ history of the period.

Further information

Your normal place of work will be at St Margaret's House, 151 London Road, Edinburgh. It is anticipated that the majority of work will take place within normal office hours, but some evening and weekend working will be required by arrangement, including to deliver the events programme. You will be entitled to 35 days holiday (pro-rata) each year, including bank and public holidays. If you are eligible, we will auto-enrol you into a pension scheme, in accordance with our pension auto-enrolment obligations.

How to apply

Please submit **a copy of your CV along with a covering letter** outlining why you are the right candidate for this role. Your letter should tell us about the experience, skills, and personal qualities you would bring to the organisation. The cover letter should be **no more than 2 A4 pages**.

Please submit your application to recruitment@lavendermenace.org.uk by the deadline stated in the job advert. If you have any questions, please get in touch via the same email address. Please feel free to highlight any access requirements you may have in your application. We expect that interviews will take place as soon as possible following the closing date, and will aim to communicate with you early following this.