



Belong To LGBTQ+
Youth Ireland

Invitation to Tender: Family Support Service Support

Belong To is seeking to contract a qualified and experienced Family Support Worker to provide targeted support to parents/guardians and family members of LGBTQ+ young people in May and June 2025.

Belong To LGBTQ+ Youth Ireland (Belong To) is seeking proposals from suitably qualified individuals to provide direct family support to parents and guardians of LGBTQ+ young people through information support and short to medium-term key work sessions. Proposals are welcome from individuals experienced working with families within a family support or community context. The deadline for submissions is 4 pm on Monday, 28th April 2025.

The successful applicant(s) will:

1. Conduct initial assessments and develop individualised plans to address the unique needs of families accessing the service.
2. Offer guidance, resources and education to families on topics such as sexual orientation, gender identity, coming out, and mental health.
3. Offer support and guidance for professionals on LGBTQ+ issues.
4. Maintain accurate date records and files in accordance with national guidelines, internal policies & procedures and Children First (2017).

BACKGROUND AND INTRODUCTION

Belong To: the national LGBTQ+ Youth Organisation

Since 2003, Belong To has grown from a youth project into a unique national services and advocacy organisation with and for LGBTQ+ children and young people. Youth services, which inform our research, education work, and a development approach, enable us to provide solution-based advocacy at an institutional and public level.

We are rooted in and driven by our direct work with LGBTQ+ young people aged 10-23 and we exist to:

- Create and generate safe spaces and places for LGBTQ+ young people.
- Empower others through education to support LGBTQ+ young people.
- Lead policy and practice by providing expertise, developing best practice models, and reflecting lived experiences.
- Ensure LGBTQ+ young people have the opportunity to have their voices heard.
- Be an advocate for LGBTQ+ young people and champion change.

Our Vision, Mission and Values

We see a world where LGBTQ+ young people are safe to shine and can confidently shape their own futures.

We work with and for LGBTQ+ young people to create a society where we all belong.

Our values:

- **Welcoming** – we are mindful of people’s wellbeing and strive for our spaces and interactions to be joyful and fun while ensuring they are safe and respectful.
- **Trustworthy** – we are transparent in our work, how we operate and in our governance.
- **Rooted in experience** – we work as equals with LGBTQ+ young people. What we say and do is informed by their lives, experience, and the challenges they face
- **Courageous** – we challenge and speak out about the causes and effects of prejudice, discrimination, homophobia, biphobia, and transphobia on LGBTQ+ young people and what must change.
- **Inclusive and diverse** – we seek to create a sense of belonging and to reflect and include the diversity of LGBTQ+ young people, and are mindful of

intersectionality. We work in community and solidarity for human rights and social justice.

- **Strategic** – we make deliberate choices about where we focus our work and energy to make maximum impact on where we lead and where we partner with others.

Aims and Objectives of Family Support Service

The intended impact of the Family Support Service project is multifaceted, aiming to address the systemic challenges faced by LGBTQ+ young people and their families while fostering a more inclusive and supportive environment.

We achieve the following impact by delivering our Family Support Service:

1. Increase acceptance and understanding of LGBTQ+ issues amongst family members: By increasing direct work with families, we aim to provide targeted support to families of LGBTQ+ young people and support them in the process of understanding their child's sexual orientation and/or gender identity.
2. Improve access to LGBTQ+ inclusive services for LGBTQ+ young people by building the competencies of professionals working with LGBTQ+ families through peer learning, and advocacy through our Family Support Worker sitting on relevant committees and sessions.
3. Combating Societal Mis/Disinformation: In addition to supporting LGBTQ+ youth and their families, the project aims to combat societal disinformation and misinformation that negatively affects LGBTQ+ youth and their families. This will be achieved through information sessions, development of resources and one to one support.

PERSON SPECIFICATION

- Quality and Qualifications Ireland (QQI) Level 6 (or higher) major academic award in the areas of health promotion, social care, youth & community work, family support, education etc.

OR

An equivalent nationally recognised qualification in the areas of health promotion, social care, youth & community work, family support, education etc.

- Excellent verbal and written communication skills, including the ability to support parents and families through different mediums.
- Proficient in IT.
- Strong organisational and time management skills, with the ability to prioritise tasks effectively.
- Have an understanding of current research, best practices, and legal developments concerning LGBTQ+ youth and families.
- Comprehensive knowledge of LGBTQ+ issues, including sexual orientation, gender identity, coming out, and family dynamics.

COMMITMENT

The successful applicant will be required to be available for 14-21 hours per week to deliver the tasks and deliverables outlined below. The contract will commence on 12th May and end on 30th June 2025. Applications should make clear how these hours will be delivered over the course of the contract, including which days and hours per week.

Additional time will be required for the successful applicant to familiarize themselves with all relevant Belong To policies, including data protection, health and safety, child safeguarding, complaints, code of conduct, etc.

TASKS AND DELIVERABLES

1. Conduct initial assessments and develop individualised plans to address the unique needs of each family accessing the service.

- Deliver pre-consultation call with parents/guardians to discuss background and needs.
- Identifying the areas that need to be looked at with the family. The FSW will use a strengths-based approach and signs of safety (what is working, what is not working, what needs to happen) Tusla based approach
- Deliver number of support sessions based on agreement with parents/guardians.

- Final support session to close support sessions/ evaluation and next steps.
- Support sessions are provided online, by telephone or face to face in the Belong To building.

2. Offer guidance, resources and education to families on topics such as sexual orientation, gender identity, coming out, and mental health.

- Provide parents and guardians with information/ support on the following topics:
 - Education and Support: Many parents may have a limited understanding of LGBTQ+ identities and issues. Providing education, resources and support to parents can help them better understand their child's experiences and needs. This may involve offering resources, workshops, or support groups where parents can learn and ask questions in a safe and supportive environment. Here we will also provide clear date information on trans healthcare in Ireland.
 - Promoting Acceptance and Affirmation: For many LGBTQ+ young people, parental acceptance and support are crucial for their well-being and mental health. Working with parents to promote acceptance, affirmation, and unconditional love can have a significant positive impact on their child's life.
 - Addressing Concerns and Misconceptions: Some parents may have concerns or misconceptions about their child's LGBTQ+ identity, which can stem from societal stigma, religious beliefs or lack of knowledge. Providing accurate information, challenging stereotypes, and addressing concerns in a non-judgmental way can help parents better support their child.
 - Creating Safe Spaces: Creating safe and inclusive spaces for parents to discuss their experiences, share their concerns, and connect with other supportive parents. This could involve organising support groups, parent workshops, or online forums where parents can find community and solidarity.
 - Empowering Parents as Advocates: Encouraging and empowering parents to advocate for their child's rights and well-being can be empowering for both parents and young people. This may involve providing information, advocating for LGBTQ+-inclusive policies in schools and communities, and supporting parents in conversations with other family members, schools or healthcare providers.
 - Cultural Sensitivity: It's important to approach this work with cultural sensitivity and respect for diverse family backgrounds and beliefs. Recognising that each family is unique and may have different cultural, religious, or social norms can help tailor support and interventions to meet the specific needs of each family.

- Refer parents and guardians to external organisations to further support their young person where necessary.
- Respond to parents/guardians through the 'Ask Me' web page on our Belong To website.
- Refer LGBTQ+ young people to our internal youth groups or externally through the National Network of LGBTQ+ youth groups.

3. Offer support and guidance for professionals on LGBTQ+ issues.

- Provide resources to professionals working with LGBTQ+ young people and their families.
- Support individual inquiries by professionals working with LGBTQ+ young people and their families (email or telephone).
- Signposting and introductions to other services/ referrals internally.

4. Maintain accurate data records and files in accordance with national guidelines, internal policies & procedures and Children First (2017).

- Be compliant with Belong To's policies and procedures, including one-to-one working policy, safeguarding policies and code of conduct.
- Record direct work with families effectively through Salesforce.
- Ensure Children First procedures are adhered to.

SUBMITTING A PROPOSAL

Timeframe:

The closing date for receiving proposals is **4pm Monday 28th April**. A shortlist of candidates may be invited to present and/or meet with Belong To representatives (provisionally the afternoon of 2nd May) prior to a final decision being made on awarding of the contract. It is expected that Belong To will have selected a successful proposal by 6th May 2025, to commence work on this contract from the week commencing 12th May 2025.

Proposals must include:

- Overview of days and hours available to deliver on tasks and deliverables over the course of the contract.
- Professional approach used to engage parents/ guardians.
- Description of expertise and experience in the area of family support.
- Description of expertise and experience working with LGBTQ+ community.
- Detailed budget.
- Breakdown of time allocations.
- Identification of any (potential) conflicts of interest and/or loyalty.
- A copy of your CV which includes relevant related experience in the field of family support.
- Contact details for two referees who you previously worked in this sector with.

Budget

The total budget allocated for this service shall not exceed €6,000-8,000, inclusive of VAT and all related expenses. Please note that this agreement is for services rendered and does not constitute an employment contract.

A current tax clearance certificate will be required. The contract to be awarded will be a fixed price contract and, as such, all costs must be quoted (and clearly indicated) as a fixed price in Euro. The successful consultant is expected to work within the agreed budget and report regularly on budgetary issues. Consideration will be given to competitive tenders.

Belong To will provide the successful candidate with the use of a laptop, CRM, email, programme costs to deliver one to one support.

Insurance

The successful candidate will be required to submit evidence of relevant professional indemnity and insurance details.

Child Protection and Safeguarding

As the contract will involve the consultant engaging in consultative work directly with children and young people, the proposed consultant will be subject to Belong To's safeguarding policies and procedures, including our [Child and Vulnerable Adult Protection and Welfare Policy](#).

Submitting a Proposal

- Proposals submitted past the deadline will not be considered.
- All supporting material and documentation should be included in the proposal.
- All documents submitted should be in an accessible format and care should be taken to ensure that information is accessible to the widest range of users.
- All costs associated with submitted proposals will be the responsibility of the consultant.
- Proposals may only be submitted by email, as per the contact details below.

Proposal Acceptance

- Belong To is not bound to accept the lowest cost proposal. MEAT assessment principles will apply.
- The successful person must commit to engaging in this piece of work until the end of June.
- All those who submit a proposal that is ultimately unsuccessful will be informed.
- Unless otherwise expressly agreed, there shall be no binding contract between Belong To and any party unless and until a written contract is signed by both parties.

Belong To expressly reserves the following rights:

- To extend the deadline for submission of proposals and/or to vary the timings and process for their request for proposals.
- To vary any requirements of the services included in the request for proposals.
- Following evaluation, to accept or reject any of the submitted proposals.
- To seek and obtain clarification in relation to any submitted proposal, including additional information.
- To request that a submitted proposal be amended.
- To accept any proposal in part or in total.

Evaluation of Proposals

Submitted proposal will in the first instance be checked for compliance with the Request for Proposals conditions. Submission will be assessed against the following criteria:

1. Proven capability and experience working directly with vulnerable families through one to one support (40%)
2. Demonstrated qualifications in the areas of social care, family support, health promotion or community work (20%)
3. Understanding of specific issues facing LGBTQ+ young people nationally and globally (20%)
4. Cost (20%)

Any proposal must receive a minimum of 40% of the available marks under each individual category 1-4 above to remain in contention.

Copyright and Confidentiality

The person will be required to sign a confidentiality agreement and any materials produced in the performance of the contract will be the copyright of Belong To. Copyright for any illustrations or other material used should be cleared by the consultant. The report, in whole or in part, may be made available for public use by Belong To.

Data Protection and Privacy

When you submit a proposal in response to this Request for Proposals, Belong To will create a digital record in your name. Information submitted in your proposal will be used in processing the proposal. Where the services of a third party are used in processing your proposal, it may be required to provide them with your information. Any such sharing of data will be in compliance with the General Data Protection Regulations and relevant legislation, and all necessary precautions will be taken to ensure the security of your data. To make a request to access your personal data, please submit a request by email to privacy@belongto.org ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record(s). For more information, please see our [Privacy Policy](#).

Submit to

Please submit proposals by 4pm Friday 25th April to Roisin McGuigan, HR and Volunteer Manager, by emailing roisin@belongto.org.

Any queries can be submitted to familysupport@belongto.org, although please note that canvassing will disqualify.