PRIDE
NETWORK
LEAD

Description of Selection Process

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Table of Contents

Introduction

The present document is intended to provide the main steps for the efficient procedures required for the selection process of the 'Pride Netowork Lead'. The Pride Network Lead's position is critical in building an inclusive and supportive workplace for LGBTQ+ employees. The leader ensures that the LGBTQ+ community's issues, needs, and viewpoints are heard by executives, Human Resources (HR), and other parties involved by addressing their worries, desires, and thoughts. Such representation contributes to the formation of rules, procedures, and endeavors that promote diversity, equality, and inclusion.

However, the choice of a candidate to implement the role of 'Pride Network Lead' cannot be based on a simple application of interest; instead, the selection process must be based on validation tools/procedures that will ensure the conduction of the recruitment procedure in a manner that will result into recruiting the best candidate for achieving the goals assigned to the new role.

This document, prepared under the framework of the Erasmus+ project *Pride Network Lead,* will provide the necessary competence validation tools/procedures, for the appropriate selection and recruitment of candidates for the role.

The *description* will include proposals for companies and organizations regarding the following:

- **Recruitment** procedure
- **Informational** and **promotional** materials (recruitment announcement, information about the new role)
- Necessary procedures for **validating** competences
- **Guidelines** for conducting a **non-discriminatory**, **stereotype-free** selection

Recruitment procedure

Connection with the LGBTQIA+ local community
Description: The first part of the recruitment whould be the identification of the best candidates. This should be done by appropriately connecting with the local LGBTQIA+ community. Companies/organizations should 'scout' for Pride Network Leaders from the local community, to be people with expertise and experience in advocating for the rights of LGBTQIA+ people. Connections could be made by 'sponsoring' for the local community, taking part in and supporting local Pride Parades, etc. Connection and identification of the best candidates could also be through publishing open calls and communciating them with the LGBTQIA+ community via the internet, to be published in their websites as well.

Identification from the company's/organization's workforce
Description: The Pride Network Leader could also be identified and recruited from the company's workforce, by also considering some specific requirements regarding their profile. If the possible Pride Network Leaders are to be identified within the company's workforce, the employer should ensure that they comply with the indicative requirements regarding their profile and role.

"Two-phase" conduction of interview
Description: Due to the complex role and duties of the Pride Network Leader, which concern both technical issues of LGBTQIA+ inclusion within a company/organization, but also actual advocacy for the LGBTQIA+ individuals' inclusion and problem-solving, the interview cannot be conducted in a single phase of oral interview between candidate and employer. The interview should be rather conducted within a first phase of face-to-face or online interview, and a second phase with the final best candidates, where they could be presented with case scenarios, so that the employer considers how they would react during these specific cases/incidents and solve them.

Informational and Promotional Materials

The following Recrutiment Announcement sampe is specifically in regard to the 'Pride Network Leader's' role. This sample can serve as informational material for the new role when recruitment announcements are made.

[COMPANY NAME]
🏳️‍🌈 WE'RE HIRING 🏳️‍🌈

Location: …

Contact: …

Duration: *[optional]*

Salary: *[optional]*

Company Description

In this section, you should provide some basic information regarding your company's background, such as:

- ***Main activities***

- ***Company goals, mission, objectives***

- ***Offices, headquarters***

- ***N. of employees***

- ***Corporate Social Responsibility (CSR)***

- ***Company website***

Job Specification

Job title	Pride Network Lead
Department	As part of the HR department (depending on the company's/organization's size/preferences, it can also be a separate department of the 'Pride Network Department')
Reports to	HR Management, Senior Management
Purpose of the position	The 'Pride Network Lead' will, generally, be responsible to support the inclusion of LGBTQIA+ people in the work environment and build openness for diversity and inclusion conditions within the company. Their role will, specifically, cover the development of strategies and measurement/reporting of the diversity and inclusion condition of the company, also in conjunction with HR and/or other D&I departments; the organization and implementation of training opportunities for the development of an inclusive working environment and a non-discriminatory culture; the representation of the company/organization within the local LGBTQIA+ community, with allies, at conferences, as well as with clientele and suppliers for relevant matters; the setting and measurement of goals regarding LGBTQIA+ matters and overall CSR of the company.
Working conditions	Full-time working hours, from office with the opportunity also of remote working. **MAIN TASKS** ✓ **Strategy planning** for the Pride Network. ✓ **Advocacy** and **representation** of LGBTQIA+ employees within and outside of the organization. ✓ **Event planning** and **coordination**: programs, conferences, awareness campaigns. ✓ **Education** and **awareness** within the organization: trainings and workshops for the development of a culture of allyship and openness. ✓ **Community building** and **networking** (both internally and externally).

	✓ **Support** for LGBTQIA+ employees: guidance and mentorship. ✓ **Measurement** and **Reporting:** collection of feedback regarding LGBTQIA+ employees' needs and experiences, analysis of universal 'non-discrimination culture' and KPIs, and action planning for improvement.
Educational qualifications	At least **BA Degree** in one of the following fields: ✓ Gender Studies ✓ Anthropological Studies ✓ Social Sciences/Social work ✓ Psychology *Optional:* ✓ MA/M.sc. Degree in relevant fields/matters ✓ Certificates of attendance of events/training opportunities on relevant matters
Working experience	Previous experience in same/similar position is not required, however previous experience in working/advocating for equal treatment, volunteering for LGBTQIA+ community and relevant experience will be considered positive during selection.
Competences	The following key competences will be considered positive during selection: ✓ Organizational and management competences ✓ Educational/teaching competences
Specific sector skills	✓ **Strategies' and Action Plans' development,** as well as measurement and reporting of Implementation. ✓ **Relationship building**, both within the organization and with external stakeholders, advocating for LGBTQIA+ issues. ✓ **Project Management:** strong sense of responsibility, ability to coordinate relevant projects (events, initiatives, programs) and evaluate their impact. ✓ **Cultural Competences:** comprehension of LGBTQIA+ culture, of the community's issues, ability to advocate and support the community, as well as critical thinking

	and inter-cultural competences, for the efficient approach and support towards other cultures as well.
Digital skills	Basic ICT knowledge and skills
Personality traits	✓ **Communicational skills** ✓ **Leadership skills:** ability to coordinate the workplace, assign tasks and responsibilities, and resolve problems. ✓ **Collaboration and Influencing skills:** ability to Inspire and motivate others, build relationships, both within the organization and with external stakeholders/clients, Inspire collaboration and consensus. ✓ **Continuous learning:** commitment and eagerness for continuous Improvement and knowledge over new trends, new activities, practices, and Initiatives; openness to constructive criticism for their practices. ✓ **EQ/Soft skills:** Empathy, active listening, self-awareness, time management, sense of teamwork, adaptability.

Necessary procedures for validating competences

This section seeks to provide procedures for validating the candidates' competences; it is not enough to simply gather a candidate's skills and competences, based on their application for recruitment and their CVs.

Testing of the competences through case scenarios

Description: This procedure concerns the conduction of the above suggested second phase of the recruitment procedure of the final candidates for the role of Pride Network Leaders. This procedure concerns the testing of competences regarding problem-solving of incidents that may arise and require the Pride Network Leader to prove their managerial/leadership skills, time management and adaptability. The employers can engage the candidates in case scenarios of incidents that might require problem-solving procedures regarding LGBTQIA+ and inclusion matters within the company, and validate the ways in which the Pride Network Leaders might react.

Interdisciplinary approach of interview

Description: The role of Pride Network Leader requires the effective management of several matters within a company, from technical and managerial ones to active support and consultation during possible incidents that may require the Leader to prove their soft skills and specific sector skills. To that end, another proposed procedure is for the candidates to be interviewed not only by the employer/recruitment manager, but also from a committee consisting of other experts as well, such as social workers/psychologists, etc. The final decision of the recruitment should be made by taking into consideration also their point of view regarding the validation of the candidates' skills, especially regarding the evaluation of the case scenarios' answers.

Guidelines for conducting a non-discriminatory, stereotype-free selection

This part of the selection concerns the ways in which employers should potentially approach, attract and recruit their candidates for the role of 'Pride Network Leaders', so that they avoid any discriminatory attitudes towards them.

'Gender neutral' communication
Description: This proposal concerns both the language used for the recruitment announcements and the conduction of interviews of the selection process. It is proposed that recruitment managers/employers use a 'gender neutral' communciation strategies, so that the language used during the overall process will be inclusive and attracting to all candidates, whether they are LGBTQIA+ individuals or not. The interviewing process should also ensure that there is a safe space, that 'homonormativity' is not promoted (especially regarding candidates from the LGBTQIA+ community), and that the language used is not promoting stereotypes/misconceptions.

Consultation of Manual/Handbook for a stereotype-free communication and selection
Description: It is proposed that the companies/organizations have in place a specific Handbook/Manual regarding communication strategy, based on their specific needs, target groups, clientele, workplace, etc., so that selection process and communication within the company is non-discriminatory. Both employers and employees should consult this Manual so that recruitment and internal/external communication is conducted in a non-discriminatory manner.