

Trainer

Thank you for your interest in working with Gendered Intelligence (GI)!

We are looking for **up to three experienced trainers** to join our existing training team, delivering trans¹ awareness and inclusion sessions to a wide range of audiences in the public, private and not-for-profit sectors.

The role of trainer at GI is a positive, professional and challenging one which has the ability to change the world we live in. We are keen to welcome new additions to the team who will contribute to that work, and who will also bring new perspectives to enable us to move forward, develop and remain at the forefront of trans inclusivity.

You can apply for a role in the range of **0.7 – 1.0 FTE** (full time equivalent). This equates to 24.5 – 35 hours per week.

The successful candidates will be:

- **Excellent trainers**, able to facilitate sessions with energy and positivity, to respond effectively to questions, and to stick to time
- **Able administrators** who can carry out all the wraparound elements of the role in a timely way without forgetting tasks or losing track of what to do when
- **Resilient and flexible**, able to train and travel regularly and consistently, and to hold their boundaries in a calm and professional way

You will become part of a positive and supportive team, delivering high quality sessions and excellent all-round customer service. Whilst the majority of staff are trans-identified, we welcome cis allies at all levels, and have a number of cis people working for us.

This pack contains information to help you decide if you would like this job; and tells you what to do if you decide you want to apply.

¹ NOTE: In this document, we use the term 'trans' as a very broad single-word umbrella term to include binary-identified people, non-binary people, gender fluid people, agender people, those with dual-role and similar gender experiences, and anyone else with an experience of gender like or similar to the above.

Want to learn more before applying?

As part of our commitment to diversifying our organisation and supporting a wide range of individuals, we are offering additional information via two routes:

Contact Simon Croft (he/him), Director of Professional and Educational Services, directly via simon.croft@genderedintelligence.co.uk.

Please note that Simon will be on the Interview Panel and will be on annual leave from 18th December to 3rd January inclusive.

Contact recruitment@genderedintelligence.co.uk for anonymous support.

We are offering a limited number of 10 minute slots to support applicants with their applications.

These 1:1 online sessions will take place on **Friday 17th December** or **Thursday 6th January** and will be hosted by a senior member of the GI team, who is not involved directly in this recruitment process.

The sessions will provide the opportunity for potential applicants to ask any questions they have about the process, or about how to complete the application form or what to include on it. We hope these sessions will encourage individuals from marginalised and/or under-represented sections of our communities to apply for this position. While open to all, we would specifically encourage individuals who are transfeminine or people of colour to apply for a slot.

Please email by **Thursday 16th December (for 17th December slots)** and by **Wednesday 5th January (for 6th January slots)** if you would like to take advantage of this offer.

What is in this pack:

1. Diversity information
2. Recruitment process and timeline
3. Job description
4. Person specification
5. Additional information

Separate documents:

1. More about the trainer role and GI (also available in video format)
2. Application form
3. Diversity Monitoring Form

1. Diversity Information

Gendered Intelligence welcomes applications from people of diverse backgrounds, abilities and gender identities.

We encourage trans people, in particular trans-feminine spectrum people and people of colour to apply. However, no Occupational Requirement exists in relation to this role and we emphasise that cis people are welcome to apply.

We aim to create a positive working environment for all staff, and are working towards a diverse workforce. We recognise that people from different communities may gain skills in different ways, and where the criteria below refers to formal qualifications, we will view equivalent, relevant experience in a positive light.

As part of our commitment to increasing diversity, we have included a Diversity monitoring form with this pack, which is not mandatory, but we hope you will complete it.

2. Recruitment Process and Timeline

The recruitment process is made up of 4 elements:

- Application form
- 'Microteach' (delivery of a 15 min mini training session of your choice)
- Administration and written client liaison test
- Interview

The only thing we require initially is your application form.

If your written application is long-listed, we will invite you to deliver the microteach. If you are short-listed after the microteach, we will invite you to complete the administration / client liaison test and attend an interview.

Please read the information in this pack carefully including the job description and person specification.

Please complete the application form that comes with this pack.

We have provided guidance that you may find useful to read before you fill in the form.

If you have any questions, please email recruitment@genderedintelligence.co.uk

Timeline

Deadline for submission of applications: **Monday 10th January at 9am**

Long-listed applicants will be informed by the end of Friday 14th January and called forward to deliver a 15 minute 'microteach'.

Should you wish to read about the microteach in advance, full details about it are [here](#).

- Microteaches are expected to take place on **Friday 21st January**, online.

Short-listed applicants will be informed by the end of Monday 24th January and invited to take the administration / client liaison test and attend an interview.

- The administration / client liaison test will be sent to you to do at a time of your choosing prior to the interview. You will be required to declare that your submission is all your own work.
- Interviews are expected to take place on: **Friday 28th January**, online.

If you are not available on the days listed please let us know this when you apply. We will endeavour to offer alternatives dates / times.

The administration / client liaison test involves using Excel and Google sheets. **Please let us know if you don't have access to these packages.**

All job offers are made subject to references.

Visual representation of timeline:

	January																					
	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo
	10th	11th	12th	13th	14th	15th	16th	17th	18th	19th	20th	21st	22nd	23rd	24th	25th	26th	27th	28th	29th	30th	31st
Applications close 9am																						
Longlisting																						
Longlisted applicants informed and invited to microteach																						
[Time to prepare microteach]																						
Microteaches take place (online)																						
Shortlisted applicants informed and invited for administration / client liaison test and interview																						
Administrative/client liaison test																						
Interviews																						
Successful applicants informed																						

3. Job Description

Post	Trainer
Status	Permanent
Contract type	0.7 – 1.0 FTE (24.5 – 35 hours / week)
Salary	Band 5 / Spinal Points 20-25: £25,295 – £28,785 (+ £3,000 London Weighting where applicable) pro rata. We expect to make initial appointments at the lower half of the scale (SP20-22).
Location	Based from home, with a requirement to attend staff meetings and activities at GI's London Office and to travel nationally. While almost all working is remote at present, we will return to face-to-face working when it is safe and appropriate to do so. Owing to the requirement to attend GI meetings and events in London, and to travel efficiently to clients, the postholder will need to be able to commute easily to London and to GI's London office (currently at Kings Cross).
Department	Professional and Educational Services (PES)
Line Manager	Head of PES (Post currently vacant. Interim management will be in place)
Other key working relationships	PES Administrator; Other members of the PES team; Director of PES PES Clients
Occupational Requirements	There are no Occupational Requirements for this role. In particular, both cis and trans people are welcome to apply.

The role of GI Trainer

You will be responsible for the solo delivery of professional trans awareness and inclusion training to adults, including the associated administration, preparation, liaison and follow up tasks.

The role also offers the option of delivering Workshops, Lectures and Assemblies to students from primary age through to Higher Education.

In usual circumstances, the work involves regular, significant national travel, and very occasionally international travel; accordingly the role sometimes involves early starts, late finishes, longer days and/or overnight stays. It also involves occasional evening or weekend work.

In the current circumstances the work is delivered remotely via video conferencing technology (Zoom) with which you'll need to become proficient.

Training, especially in the subject of trans awareness, can be demanding. Clients can and do raise clumsy and sometimes challenging questions and views in respect of which the trainer needs to remain calm and professional. Training also requires positive energy. Great trainers bring considerable energy to their sessions – their energy lifts when they step into the training space (whether face-to-face or virtual) and reacts positively to an audience, and this is what we're looking for. The successful candidate will need both excellent training skills and the resilience and energy to train (and travel) regularly and consistently.

Except in rare circumstances, GI trainers train on their own, so need to be self-sufficient and able to problem-solve in the moment.

We have systems in place that ensure excellence not only of training delivery, but also all wrap-around aspects of client liaison and support, and evaluation. Trainers are responsible for a set of around 20 actions for each session that all need to be scheduled in and completed in a timely way, e.g. a quick 'hello' when the session is confirmed by the Administrator, issuing Zoom joining links and instructions, chasing final session details, checking sign ups, selecting scenarios, summarising evaluation, sending full follow up information, and requesting invoices. Storing and labelling work clearly is also key to enable both emergency cover and repeat delivery by other trainers. The successful candidate will be able to manage this kind of administration.

The successful candidate will be given a structured induction into each of GI's core standard training packages, comprising:

- a) observing the sessions being delivered
- b) co-training the sessions and
- c) being observed whilst delivering solo.

This will be supported with preparatory work, debrief and feedback, and induction into the associated admin tasks.

Main Duties and Responsibilities

The range of responsibilities and duties of this role will include the following, although priorities may change in line with the development of the role and other duties may be allocated from time to time:

- To deliver a range of standard and bespoke training packages to diverse clients from statutory, commercial and not-for-profit sector organisations, both face-to-face and remotely.
- OPTIONAL: To deliver a range of standard and bespoke workshops, lectures and assemblies in educational settings, both face-to-face and remotely.
- To carry out associated administration, preparation, liaison and follow up tasks including, but not limited to: pre-session liaison with client; preparation of materials / set up of remote sessions; arranging transport and accommodation; gathering and summarising evaluation; sending follow up information to the client; issuing attendance certificates and requesting invoices from our finance team.
- To undertake regular, significant national travel, and very occasionally international travel, sometimes including longer days and/or overnight stays, and occasional evening or weekend work.
- To liaise with clients, co-workers and other stakeholders through various communication methods including e-mail, video conferencing, telephone and in person.
- To exercise in-depth and in-breadth understanding of trans identities and experiences, trans communities and gender diversity, and the issues affecting trans people, and to be confident to deliver training about these subjects.
- To contribute to developing, testing and delivering new or improved training sessions and products under the direction of the Head of PES and the Senior Trainer / Consultant.
- To work as part of a team, attending and participating in regular team meetings; discussing and reflecting on the work; undertaking relevant ongoing and evolving thinking; participating in peer review and feedback; and to update working practices accordingly.
- To develop and maintain a high-quality service through your own professional development, participating in activities such as CPD under the direction of the Head of PES.
- To represent GI at various events, conferences or forums and other networking opportunities (occasional).

General Requirements

- To bring GI's "3P's" to your work – Professionalism, Positivity and Passion.
- To reflect the wider values of the organisation such as being open to an ethos of collaboration and working together, to recognise the positive aspects of trans lives and to stand up for trans people, especially young trans people.
- To take care of the health and safety of yourself and others who may be affected by your actions at work, at all times; to operate within the Company's Health and Safety policy; and to participate in health and safety processes (for example risk assessment) when necessary.
- To follow all relevant GI policies, ensuring these are carried out in practice in relation to the job; in particular to behave in accordance with Gendered Intelligence's Codes of Conduct and Equal Opportunities Policy.
- All staff may be asked to undertake other duties and responsibilities as appropriate, as determined by the CEO, on an occasional basis.

4. Person Specification

We recognise societal structures adversely affect people with marginalised identities / experiences and we are committed to building and supporting a diverse team.

If you feel you have the qualities to fulfil these specifications, but do not have formal qualifications or a traditional work history, we are keen for you to apply.

You are welcome to evidence any of the person specification qualities outlined below through a variety of ways outside of paid work. This could, for example, be through organised volunteering roles, informal community activity or any other route.

We recommend you address each point in the person specification in turn, setting your evidence / response out in such a way that we can clearly see which evidence relates to which point.

ESSENTIAL
Skills and Abilities
Excellent training / facilitation skills
Self-motivated and proactive; able to work without supervision
Excellent organisational skills especially regarding task and diary management; able to manage and prioritise a multi-faceted workload; able to remain calm and efficient under reasonable pressure with respect to these aspects of the work
Able to manage and carry out the administrative aspects of the role quickly, accurately and reliably, to deadlines, with attention to detail
Excellent verbal communication and interpersonal skills; an excellent understanding of good client liaison and relationship management; tact, sensitivity and a diplomatic manner with a range of different stakeholders
A non-judgmental approach to clients and their learning needs; able to respond calmly, positively and professionally to challenging clients and exhibit an appropriate degree of resilience
Good written English

Knowledge
An in-depth and in-breadth understanding of trans identities and experiences, trans communities and gender diversity, and the issues affecting trans people; a proficient and up-to-date understanding of the language and terminology relating to trans people
A basic understanding of legislation that affects trans people, in particular the Equality Act 2010 and the Gender Recognition Act 2004
Good working knowledge of Microsoft Office including Word, Excel, PowerPoint. Good basic IT skills, such as use of email, use of an online diary / calendar, and online document storage and sharing

Qualifications
Level 3 Award in Education and Training qualification or equivalent. (If you do not already have this, you must be willing to obtain it – GI pays for this qualification; the employee is expected to do the course in their own time, unless there are exceptional circumstances / an access requirement)

DESIRABLE
Experience of working within an LGBTQ setting
Working knowledge of the Zoom video conferencing platform

5. Additional information

Annual leave. You will be entitled to 28 days per annum plus Bank Holidays (pro rata for part-time workers). Our leave year runs from 1st October to 30th September.

Location. You will be home-based, with a requirement to travel to GI's London office (currently near King's Cross) for staff meetings / other activities and to training venues. Currently virtually all our training provision is remote, but we expect to return to considerable in-person work when it is safe and appropriate to do so.

The practicalities of the role mean you need to be within readily commutable distance of London and the GI office. London is the biggest travel hub in the country and being in easily commutable distance facilitates travel to the broadest spectrum of client locations. Travel to clients is expensed, but we seek not to incur unnecessary costs for our clients such as accommodation fees which easily happens if someone is not well placed as regards travel. To give you an idea, Manchester, Leeds, Cardiff, Bristol, East Anglia, Kent, Sussex and Dorset should all be do-able as a day trip to deliver a half day session. We also have a significant proportion of sessions that are in London itself.

In addition, you need to be able to attend meetings and other staff activities at GI's office in London. Travel for GI meetings and events is not expensed. Regarding staff meetings and activities, we will be exploring what working practices will look like over the coming months.

Equipment. Your line manager will review what equipment you will require to enable you to deliver your work effectively.

Hours of work. GI's working week is 35 hours. There is flexibility in how this is delivered, as training sessions may occasionally be at weekends or in evenings, and some weeks are busier than others. We expect your hours to average out over the month.

Monthly timesheets and TOIL. All staff are required to complete monthly timesheets which must be submitted promptly. GI has a policy for reasonable Time Off In Lieu (TOIL) where this is accrued due to periods of greater activity and agreed with your line manager in advance.

Training and Development. GI aspires to be a learning organisation that supports its staff to improve their skills and knowledge. This may be through informal means such as mentoring or work shadowing, or more formal training courses. You will be invited to reflect on your own training needs in discussion with your line manager, initially as part of the probation process and then ongoing through the regular supervision and annual appraisal process.

Salary scale. GI uses a salary scale and bands which are based on the NJC scale used by a range of employers across the UK. This post is in Band 5 which covers Spinal Points 20-25. Annual inflationary increases will be based on NJC negotiated increases with effect from April each year. There is no automatic annual increase of spinal point.

NB As of December 2021, negotiations on the 2021 settlement are still ongoing. Any agreed rise will be backdated to your start date.

Pension. GI is part of the NEST pension scheme, by which employees contribute 5% of their salary and employers 3%. You will be automatically enrolled in this scheme once you start work, but may opt out if you choose.