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**Families Sessional Workers – Youth & Families Service**

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

As a Families Sessional Worker at GI, you will be working supporting the delivery of our parents and carers groups, providing face-to-face delivery and development of our families work service. You will support a wide range of parents and carers - with the challenges supporting their trans1 children in a cis-normative world, helping them navigate complex medical, mental health and education systems, as well as supporting them to work through their own emotions around their child’s identity.

Our families work is about relationship building, and providing safer spaces for parents and carers to explore their feelings, with the support of our expertise around supporting trans youth.

We are looking for an individual who is passionate about providing safer, empowering, positive spaces for families of trans young people; and who have the dedication and experience to do this work even in the hardest of times.

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.

**What is in this pack?**

Click on any of the links below to go to the section you are interested in:

1. [Diversity information](#_Diversity_Information)
2. [Recruitment process and timeline](#_Recruitment_Process_&)
3. [Organisational context](#_Organisational_context)
4. [Role overview](#_Role_Overview)
5. [Job description](#_Job_description)
6. [Person specification](#_Person_Specification_1)
7. [Additional information](#_Additional_information_1)

Separate documents:

1. Application form
2. Diversity Monitoring Form

[1] 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 two options for pre-application support. You are welcome to take up both options.

**Option 1:** You can contact Jake Kelly, Head of Youth & Families Services ([jake.kelly@genderedintelligence.co.uk](mailto:jake.kelly@genderedintelligence.co.uk)). **Please note Jake will be chairing the interview Panel**.

**Option 2**: A limited number of 10 minute slots are available to support applicants with their applications. These 1:1 online sessions will take place on **Wednesday 3rd January** and will be hosted by our HR Manager, 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 GI, the process, or how to complete or what to include on the application form, in a confidential space. 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 [recruitment@genderedintelligence.co.uk](mailto:recruitment@genderedintelligence.co.uk) by **12pm on Tuesday 2nd January** if you would like to take advantage of this offer.

You are welcome to use both the options above.

# Diversity Information

Gendered Intelligence aims to create a positive working environment for all staff, and is working towards a more diverse workforce who are supported effectively to deliver their roles. We are committed to meaningfully improving our Equity, Diversity and Inclusion (EDI). This work is coordinated by the EDI Participatory Platform, which includes representation from all Departments/Bands, and colleagues with different identities and lived experiences; this work is valued by GI and participation forms part of colleagues' paid hours. Through our annually updated EDI Action Plan we are actively engaged in a programme of organisational development, reviewing policies, practices and working culture in order to improve our environment and enable colleagues to work effectively and supportively together.

We are actively seeking to bring people with different lived experiences, diverse backgrounds, abilities and gender identities into the organisation, to create a workplace that is welcoming for all.

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.

# Recruitment Process & Timeline

Please read the background and overview information about the role, as well as the job description and the person specification carefully.

Please complete the application form (2 part) that comes with this pack. We have provided guidance that we recommend you read before you fill in the form.

Deadline for submission of applications: **9am on** **Friday 5th January**

Shortlisted applicants will be informed by: **Friday 12th January**

Interviews are expected to take place on **Monday 22nd January in-person at our London office**. If you are not available on this day please let us know this when you apply.

All job offers are made subject to references and a successful DBS check. If you are concerned about this, or would like to disclose a conviction to us beforehand, we welcome this. You can contact [recruitment@genderedintelligence.co.uk](mailto:recruitment@genderedintelligence.co.uk) at any point, to discuss. Our policy is that if your conviction is not of a violent, abusive nature, does not involve children or vulnerable adults or is in any other way serious, we aim to not exclude people on the basis of convictions.

We would look at this on a case-by-case basis and have an understanding that interactions with the law are complex and that the legal system is often biased and unjust. We also recognise that people who have been involved with the law can share critical thinking perspectives that is essential in anti-oppressive youth work practice.

# Organisational context

## The Organisation

Gendered Intelligence (GI), established in 2008, is a registered charity that works to increase understandings of gender diversity and improve the lives of trans people. We imagine a world where people are no longer constrained by narrow perceptions and expectations of gender, and where diverse gender expressions are visible and valued.

We are a trans-led and trans-involving grassroots organisation with a wealth of lived experience, community connections of many kinds, and a depth and breadth of trans community knowledge that is second to none. We believe everyone can be intelligent about gender.

Gendered Intelligence is structured into three departments:

* **Professional and Educational Services (PES)**  
  Work with professionals and organisations to develop trans inclusivity in workplaces and services
* **Youth and Communities Services (YCS)**  
  Services and projects that work with young trans people and trans adults to support well-being and enable our community to thrive
* **Public Engagement and Central Support Services (PECSS)**  
  Work with public policy and decision makers, the media, researchers and academics as well as the general public and major institutions to raise awareness; All internal support functions such as finance, HR, office management and IT

## The Team

The Youth and Communities Services Department is divided into two teams: Community Development and Empowerment and Youth and Families Services, in which this post sits. The Youth and Families Services is organised into three distinct but overlapping areas of work: Trans Youth Work (TYW), Trans Mentoring (in educational settings) and Families Work.

The postholder will work closely with our Families Work Coordinator, who is responsible for the day-to-day running of our Families Work, in accordance with the strategic aims of the Youth and Families Area of Service.

## To find out more, visit [www.genderedintelligence.co.uk](file:///C:\Users\lp0037\Downloads\www.genderedintelligence.co.uk)

# Role Overview

*This section gives detailed additional information about the role to help you decide if it’s likely to be a role you’ll enjoy and that you will be a good fit for.*

Our Families work has been in place since 2011 and has expanded in the last three years; since the pandemic, we have continued to support individuals online, as well as in person. Your role will be to support our Families Coordinator in our groups for Parents, Carers & Family members both in person (London) and online. This involves supporting family members to engage in sessions, responding to questions and creating a safer space for family members to explore their feelings around their child’s identity. Meetings often welcome new members alongside regular attendees, requiring expert facilitation to support different needs and interests.

You will work directly with a wide range of people in the organisation as well as your line manager - one of the Youth Work Senior Practitioners. These will include Sessional Youth workers, Youth Work Coordinators, the families work coordinator, Volunteers, and Senior Practitioners in the organisation.

**Job Purpose**

* Support parents and carers to engage with discussions and activities that meet their needs
* Support with session delivery which reflects the needs of the family members in relation to community and belonging, pride and confidence, resilience and managing setbacks
* Work towards our organisation’s goals of improving gender diverse lives and increasing understandings of gender diversity, specifically in Families Work.
* Create an empathetic and safer environment for families of trans young people, throughout their involvement with GI.

# Job description

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| --- | --- |
| Hours | 19 hours per month (approx. 0.125FTE) |
| Contract | Permanent |
| Salary | £29,777 – £32,076 + £3,000 London Weighting where applicable, pro rata per annum (equivalent to £16.36 - 17.62 + £1.65 LW where applicable per hour).  This roles sits within GI’s Band 4, Spinal Points 19-23. |
| Line Manager | Youth Work Senior Practitioner |
| Location | London and Online |

**Main Duties and Responsibilities**

As part of this role you will be expected to:

**Group Work**

* Support the delivery of sessions for parents and carers of young trans and gender exploring people, in collaboration with the Families Coordinator.

This work includes:

* Attending and contributing to the briefing and debriefing session with the youth & families team, including reflection and evaluation of the group activities and participant wellbeing
* Working within the framework and key aims of Gendered Intelligence and specifically the GI Youth and Families Service objectives and ethos.
* Supporting volunteers and guests who make contributions in your sessions

On an occasional basis you may be asked to cover the Coordinator role in your group, with agreement of the Head of Youth & Families and with adequate support.

**Specific Requirements**

**Service Delivery**

* Respond to safeguarding situations in sessions, and liaise with the Coordinator / Designated Safeguarding Lead on this, adhering to GI’s Safeguarding Policy and procedures within your role
* Support the delivery of annual events (alongside the TYW team) where parents and carers/families are invited to join in: (e.g. Pride season, Trans Day of Visibility, End of Year Event or Conference, Imagining Our Futures) with the focus on safe involvement from families and your team.

**Training & Development**

* Attend mandatory safeguarding training and other relevant Continuing Professional Development programmes, including the GI Trans Awareness CPD session.

**Meetings and Communication**

* Attend regular Youth & Families Service Meetings to share and reflect on practice and any challenges within your area of service
* Attend or watch regular Announcement Meetings as required by the Head of Youth and Families.
* Attend Staff Notices to keep up to date with GI news (online) or mandatory trainings (online) every month
* Develop your own professional relationships with young people and external agencies and maintain those relationships in an appropriate and timely way
* Communicate in a timely manner with the Youth & Families team and the wider team at GI

**Support in your role**

* + Attend and engage with the supervision process for your development and support, including: 1:1 supervision every month with your Line Manager and bring items for the agenda (e.g. mentoring practice challenges, practical and decision-making issues)

**General Requirements**

* Work within Gendered Intelligence’s policies, ensuring these are carried out in relation to the job, in particular:
  + Always take responsibility for the health and safety of yourself and others
  + Behave in accordance with Gendered Intelligence’s codes of conduct, Equal Opportunities Policy and ensure Equal Opportunities principles are incorporated into the planning, delivery and monitoring of services.
* Work as part of a team with Gendered Intelligence staff and volunteers.

All staff may be asked to undertake other duties and responsibilities appropriate, as determined by Head of Youth and Families / Director of Youth & Communities Department/ CEO.

# Person Specification

Please address each point in the person specification in turn, providing examples for each one. We recognise that people have a wide variety of life experiences which can be relevant and transferable. You are welcome to evidence the experience and qualities required using examples outside of paid work.

**ESSENTIAL/STRONGLY DESIRED** (please contact us if you have any questions about the following points and aren’t sure whether you should apply)

**Experience**

* + Experience of working with people who have varied lived experiences in a group setting. This could include experience volunteering in community settings
  + Experience working in a team and effectively managing relationships, shared responsibility, and conflict

**Knowledge**

* + An intersectional understanding of the challenges facing families of young trans people
  + An awareness of current legislation and safeguarding procedures relating to children and young people, including the Children’s Act 1989 and 2004 and the Children’s and Young Person’s Act 2008, and how these relate to the role
  + Clear understanding of the nature of confidentiality and boundaries and the need for strict adherence to our confidentiality policy

**Skills**

* An empathetic and diplomatic attitude towards a range of different stakeholders, including young people, parents and carers and other professionals
* Excellent verbal and written communication skills
* A good level of IT skills to undertake administrative tasks, including MS Office, Zoom and accurate data input

**Abilities**

* Ability to work alone as well as being part of a small team
* Ability to demonstrate strict adherence to organisational policies and procedures, including equal opportunities and the implications of working with difference and diversity in a similar setting to Gendered Intelligence
* Ability to work autonomously and manage risk effectively, and to refer to Senior Practitioners, Head of Youth and Families and Director of Youth & Community Department when needed
* Ability to remain calm in difficult circumstances and stay focused on the aims of the work
* Ability to cultivate strong relationships that foster a sense of community and belonging

**DESIRABLE**

* Relevant experience or qualifications in family support / groupwork and delivery in LGBT voluntary sector and/or mainstream services. (This could include an NVQ level 3, certificate level 4, or degree in health and social care, mental health, education, community arts etc.)

# 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 January to 31st December.

**Location.** The GI office is in Bethnal Green. This role will be predominantly online with some time working in youth work venues. At times, you may also be expected to attend staff meetings in person. When you are not working in youth venues, the role can be home or office based: we are open and amenable to discussions around flexible working practices.

**Hours of work.** GI’s working week is 35 hours.

The online group takes place on the 3rd Thursday evening of each month, 7:30pm-10pm.

The London group takes place on the last Saturday of each month, 12-5pm.

**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. 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.

**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.

**Support for staff.** At GI we pride ourselves on the support staff get to do their role. All incoming staff are provided with information about the wide range of support available for staff at GI. We understand that the work we do at GI can have a strong emotional and personal element to it. Each staff member receives consistent and concentrated time with line managers, and front line delivery staff also have dedicated planning, preparation and wind down time with peers /teams. We have understanding of the various demands on trans workers and have a certain amount of flexibility to accommodate any disadvantages you may experience in the world due to transphobia. We also support caucuses for staff members who experience multiple forms of marginalisation; these are: transfeminine, disability and race & ethnicity. These are spaces where those affected can benefit from peer solidarity and support, as well as contribute to the EDI Action Plan and support organisational improvements. All of this is in place so that you can do the best job possible and thrive in your life outside of work.

**GI Ethos and Approach.** GI places people at the heart of our organisation.

We continually strive to improve everything we do, including the support we offer to staff and the services we deliver to trans people and to all other types of clients. We think carefully about the ethical aspects of our work, how we practice and who we partner with.

This links to our organisational values: The 3Ps – Positivity, Passion and Professionalism. We expect all staff to engage with these values when approaching their work at GI. We see our 3Ps as equally important for the people we employ and the work that we carry out.