## Text Description automatically generated

**Mentor – Youth & Families Service**

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

As a Mentor at GI, you will be working with young people aged 8-30 alongside their place of education. Your role will be supporting young people with the challenges of navigating education as a trans1 / gender diverse person in a cis-normative world; as well as other challenges and journeys that all young people face in society. Mentoring is about relationship building, youth empowerment and raising the voice of young people.

We are looking for an individual who is passionate about providing safer, empowering, positive spaces for young trans people; who can work professionally with education professionals to help them increase their trans inclusion in school;

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)).

**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.

Often our mentees request mentors who may identify in a similar way to them. Most of our mentees are young trans people of colour (YTPOC). In light of the nature of this position, GI considers this post to be subject to an Occupational Requirement in accordance with Para 1, Schedule 9, of the Equality Act 2010 on the basis of the protected characteristics of gender reassignment and race. Therefore, we are only requesting applications from people who are (or identify as) trans, non-binary or gender-questioning and who are Black, Asian or otherwise of the global majority, including mixed race/ mixed heritage.

# 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 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.

This role is responsible for achieving the organisation’s overarching goals as they pertain to the Trans Mentoring Area of Service. You will work directly with a wide range of people from the Head of Youth and Families Service Area, , other mentors in the organisation, and young people for whom we provide services.

## 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.*

As a mentor you will be joining GI’s established Youth and Families team, which sits within the Youth and Communities Services Department. We have been delivering support for young trans people since 2008 and have a well-developed ethos, systems and methods of mentoring practice.

The team is led by the Head of Youth and Families, currently supported in mentoring by a Senior Practitioner and 3 mentors.

The mentor role will involve a range of activities including supporting young people to think about what support they need, passing on safeguarding concerns and working with teachers and other education staff.

As a member of staff at GI you can expect

* commitment to your personal development – both holistically and professionally
* emotional and practical support from the mentor team and wider GI team
* opportunities to develop your mentoring practice.

# Job description

|  |  |
| --- | --- |
| Mentor – Youth & Families Service | |
| Hours | 30.3 hours per month. 0.2FTE |
| Contract | Permanent |
| Salary | £32,076 – 35,745, plus £3,000 London Weighting per annum, pro rata (equivalent to £17.62 - 19.64 + £1.65 LW where applicable per hour). This equates to GI’s Band 5, Spinal Points 23 – 27. |
| Line Manager | Senior Practitioner for Mentoring |
| Location | Online predominantly, with in-person work in London and the surrounding area. |

**Main Duties and Responsibilities**

As part of this role you will be expected to:

**Mentoring Sessions**

* Run 1-1 mentoring sessions with young people across a wide age range, in a variety of educational settings
* Plan sessions, ensuring you’re working towards goals set by the young person and the senior practitioner for mentoring
* Work with the team around the child to support their onward educational journey
* Respond to safeguarding situations in sessions, and liaise with the mentoring senior practitioner / Designated Safeguarding Lead on this, adhering to GI’s Safeguarding Policy and procedures within your role
* Document your work on our internal database, Lamplight
* Write case studies when necessary
* Work within the framework and key aims of Gendered Intelligence and specifically the GI Youth and Families Service objectives and ethos

**Meetings and Communication**

* Attend mentoring team meetings to discuss practicalities
* Attend regular Youth & Families Service Meetings (with all Youth & Families Service Staff and Volunteers) in London 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
* Communicate in a timely manner with the Youth & Families team and the wider team at GI
* Develop your own professional relationships with young people and external agencies and maintain those relationships in an appropriate and timely way

**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)
* Attend mentoring group supervision to discuss case-work and how the work impacts you

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

# 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 young people in a 1:1 setting

**Knowledge**

* An intersectional understanding of the issues facing young trans people
* An awareness of current legislation (for example Children’s Act 1989 and 2004) and safeguarding procedures for children and young people and how this relates the mentoring role
* A clear understanding of the nature of confidentiality and boundary issues and the need for strict adherence to our confidentiality policy
* Some understanding of how education settings work and what support young people might be able to access in school/ college/ university

**Skills**

* Good interpersonal skills to support young people to engage in mentoring
* Good written communication skills: the ability to respond to emails from external professionals, write reports and complete case studies
* Tact, sensitivity, and a diplomatic manner with a range of different stakeholders including young people, parents and carers, and professionals

**Abilities**

* 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 alone as well as being part of a small team
* Ability to stay organised and respond promptly to time sensitive requests
* Ability to remain calm in difficult circumstances and stay focused on the aims of the work

**DESIRABLE**

* Experience of working with trans young people specifically
* Experience of working with young people across a range of ages
* Experience mentoring young people/ children within an educational setting

# Additional information

**Annual leave.** You will be entitled to 28 days per annum, plus 8 days Bank Holiday (pro rata for part-time workers). Our leave year runs from 1st January to 31th December.

**Location.** The GI office is in Bethnal Green. This role will be predominantly based in education venues across and just outside of London, with some time working remotely, so requires the ability to travel. Online mentoring will require a private space at home. If space is available, you may also be able to use the London office. We are open and amenable to discussions around flexible working practices. At times, you may also be expected to attend staff meetings in person.

**Hours of work.** GI’s working week is 35 hours. Exact working pattern will be negotiated with the successful postholder, dependent on which groups they are supporting.

**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 receive 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 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.