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## Senior Practitioner

## Application form - Part I (contact details & declarations)

Part I of the application will be detached and does not form part of the shortlisting process.

### **Section A: Your details**

|  |  |  |
| --- | --- | --- |
| Name |  |  |
| Address |  |  |
| Email address |  |  |
| Phone number |  |  |

### **Section B: Reasonable adjustments**

Please use the space below to inform us of any reasonable adjustments that you would like for the interview. If you are shortlisted we will refer to this page in order to contact you and confirm arrangements for your interview.

GI is aware that individuals may not feel comfortable disclosing a disability or access needs to a potential employer. We understand that there may be many reasons for this, including societal stereotypes and prejudices. In our most recent internal monitoring process, 50% of the staff who responded declared a disability, and, via our Diversity Working Group, we are actively trying to improve our environment to support all staff. We do not approach disability as a barrier to employment, but would take any declaration as a starting point for discussion, so that – if you were to be offered the job – we could support you in the best possible way to deliver the role. In this context we hope that you can be our open and honest with us, but we understand you are under no obligation to provide any information, and obviously respect that decision.

### **Section C: Referees**

Please provide details of two people who can provide references in relation to your suitability for this position. These people will not be contacted until after a job offer is made. Referees cannot be related to you.

We anticipate that we will receive trans applicants for this role. We appreciate that it can sometimes be difficult for trans people to provide work references, for example if they transitioned after leaving prior employment. We will therefore accept referees who know you in different contexts, not just a work environment. For clarity, there is no obligation to share with us that you are trans / a person of trans history. If you have any concerns or questions about this please contact us.

**Referee 1**

Name:

Position/ Job title:

Organisation name:

Email:

Phone number:

Context in which they know you:

**Referee 2**

Name:

Position/ Job title:

Organisation name:

Email:

Phone number:

Context in which they know you:

**OPTIONAL QUESTION:** Can you tell us where you first heard about this vacancy? (We are asking this to help us assess how successful are our efforts to broaden our coverage and increase applications from all sections of the community.)

### **Section D: Submission – signature required**

The information provided by you on this form as an applicant will be stored either on paper records or a computer system by GI in accordance with the GDPR and Data Protection Act 2018 and will be processed solely in connection with recruitment.

**Consent & declaration**

By submitting the application I give my consent to Gendered Intelligence to process the data supplied in this form for the purpose of recruitment and selection.

If I am offered employment, I consent to my information being held and processed by Gendered Intelligence in accordance with the GDPR and Data Protection Act 2018.

If I am **not** offered employment, I understand that my information will be held by Gendered Intelligence for 2 years, in the event my skills may be suitable for an alternative role within the organisation. After two years my information will be securely destroyed.

I understand that any job offer will be subject to proof of entitlement to work in the UK; the receipt of references; a probationary period; and where appropriate, a Disclosure Barring Service Check.

I declare that the information given in this application form (parts I & II) is true and complete. I understand that if I have provided any misleading information on this form or made any omissions that I know would have a material impact on this process, this will be sufficient grounds for terminating my employment.

Signature: Name:

Date:

The completed signed application form must be returned as a Word document (no PDFs, please) by **9am Friday September 15th** via email to: recruitment@genderedintelligence.co.uk

Please note that if you have not heard from us within 3 weeks after the closing date, you can assume that your application has not been successful on this occasion**.**

## Application form - Part II (shortlisting information)

This section will be detached from the rest of your application so the Panel can review your application anonymously.

The spaces below are not intended to indicate the length of answer required:

* If completing this application electronically, please expand the space within each section to allow enough space for your answers.
* If completing by hand, please expand the space below each section before printing. Please use black ink and write clearly. If extra sheets are attached, please ensure they are labelled clearly.

### **Section E: Your education and work history**

**Educational/Professional/Vocational qualifications** (please list name of the institute, name of the course/qualification, with grades if appropriate)

**Previous history – this can include employment, self-employment, volunteering or other relevant roles** (Please list most recent first. Please tell us the positions held, a brief summary of duties, start and end dates, where relevant include the name and address of present/former employer(s), and provide your reason for leaving.)

### **Section F: Supporting statement**

Use the space below to address the points in the Person Specification.

**Please give specific examples to demonstrate how you meet the criteria**. You can use examples from community or voluntary activities, family life and education as well as other work.

There is no maximum word count for each point, but as a guide we expect no more than 200 words for each section. While there may be sections where you are able to say more, we encourage you to be concise and focused in your answers.

**Experience**

E1: Experience managing a team or other transferable equivalent.

E2: Relevant experience in youth work provision and delivery in LGBT voluntary sector and/or mainstream services. This could include an NVQ level 3, certificate level 4, or degree in youth work, youth & community work, play work, health and social care, mental health, education, community arts etc.

E3: Significant experience of facilitating groups of young people (through work experience and/or in education)

E4: Experience of planning, managing and running a youth project

E5: Experience working in a team and effectively managing relationships, teamwork, shared responsibility, conflict and other team issues

E6: In-depth experience of working with young people in complex / risky circumstances, including supporting with wellbeing / mental health

E7: Experience working on high level and sensitive safeguarding cases with colleagues, young people and external bodies

**Knowledge**

K1: An intersectional understanding of the issues facing young trans people

K2: An awareness of current legislation and safeguarding procedures relating to children and young people

K3: Clear understanding of the nature of confidentiality and boundaries and the need for strict adherence to our confidentiality policy

K4: Current understanding of the Children’s Act 1989, Children’s Act 2004 and the Children & Young Person’s Act 2008 and how they apply to the role

**Skills**

S1: Excellent verbal and written communication skills

S2: A good level of IT skills to undertake own administrative tasks, including MS Office, SharePoint, and managing our database (Lamplight). A good understanding of Zoom is also required.

S3: Highly organised and self-motivated with an ability to manage your own time and prioritise varied workload

S4: The ability to remain calm under pressure

**Abilities**

A1: 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

A2: Manage risk effectively, and to refer to other Senior Practitioners, Head of Youth and Families and Director of Youth & Community Department when needed

A3: Be comfortable with autonomy and your own initiative when working under pressure

A4: Able to ask for support and communicate when struggling

A5: Communicate with tact, sensitivity and in a diplomatic manner with a range of different stakeholders including young people, parents and carers, and other professionals

**Desirable**

D1: Experience of working within a trans youth group setting specifically

D2: Educated to level 3, graduate or post graduate level in youth and community

D3: Experience of line-managing people, in a small team of workers and/or volunteers on a project

## Section G: Additional Information

This section is not scored. You are invited to write up to half a page of A4 (but can be less) in response to the 2 questions below.

**Why do you want to work at Gendered Intelligence?**

**Use the space below to tell us about anything else that you think will support your application.**

Please submit your completed application form to: [recruitment@genderedintelligence.co.uk](mailto:recruitment@genderedintelligence.co.uk)

Deadline for submissions is: **9am Friday 15th September**