## Text Description automatically generated

**Senior Practitioner – Youth Service**

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

We are looking for an experienced youth worker to join our team of Senior Practitioners who are responsible for managing and overseeing the day-to-day running of our Trans[[1]](#footnote-1) Youth Work (TYW) Area of Service (GI Youth Service).

You will be responsible for the development and running of our youth groups in the North; online; and our Youth Voice work.

The successful candidate will ideally have:

* experience managing a team.
* relevant experience in youth work provision and delivery in LGBT voluntary sector and/or mainstream services
* in-depth experience of working with young people in complex / risky circumstances, including supporting with wellbeing / mental health

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 characteristic of gender reassignment. Therefore we are only requesting applications from people who are (or identify as) trans or non-binary.

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

## Want to learn more before applying?

We hope this recruitment pack will provide all the information you need to decide if you want to apply for this job. But we’re aware that people may have different needs or additional queries, and we want to support all potential applicants.

**Option 1:** You can contact **Tash O’Leary, HR Manager** ([tash.ol@genderedintelligence.co.uk](mailto:tash.ol@genderedintelligence.co.uk)).

**Option 2:** Contact [recruitment@genderedintelligence.co.uk](mailto:recruitment@genderedintelligence.co.uk) for anonymous support. As well as responding to any general queries about the process, we are offering a limited number of 15 minute slots to support applicants with their applications. These 1:1 online sessions will take place on **Friday 1st September** 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 and/or people of colour to apply for a slot. Please email by **10am Friday 1st September** 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.

# 2. Recruitment process and 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 Friday 15th September**
* Shortlisted applicants will be informed by: **Thursday 21st September**
* Interviews are expected to take place on **Wednesday October 4th**.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 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.

# 3. 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 Youth Work Area of Service. You will work directly with a wide range of people from the Director of Youth & Community Services Department, the CEO, the Coordinators, Sessional Youth Workers, volunteers, other Team Leads and Senior Practitioners in the organisation, members of the Board, 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) Please note – we are in the midst of a re-branding exercise which will culminate in an overhaul of our website. The current site is not fully reflective or representative of the professional, high quality services we offer.

# 4. 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.*

You will be part of a team of 3 Senior Practitioners who are responsible for managing and overseeing the day-to-day running of our Trans Youth Work Area of Service (GI Youth Service).

The Youth Service is organised into Modules, which include specific groups, demographics and/ or specialisms within our youth service (see Appendix below for a full and current list). You will be responsible for the development and running of our youth groups in the North; online; and our Youth Voice work.

You will be jointly responsible for managing a team of Youth Work Coordinators and Sessional Youth Workers; this currently involves approximately 10 individuals, all of whom have part-time contracts – ranging from 3 days per week to less than 1 day a week. You will have direct line management responsibilities for up to 3 Youth Work Coordinators / Sessional Youth Workers, and shared responsibility (along with other Senior Practitioners) for the support and development of any volunteers attached to the Youth and Families Area of Service.

**Job Purpose**

* Obtain our organisation’s goals of improving gender diverse lives and increasing understandings of gender diversity, specifically in Trans Youth Work.
* Identify and meet the needs of young trans people in order to deliver a programme of youth work activities, while ensuring that all work is conducted in a safe environment.
* Establish and oversee the implementation of an operational workplan that reflects the needs of the young people in relation to community and belonging, pride and confidence, resilience and managing setbacks.

# 5. Job Description

|  |  |
| --- | --- |
| Contract type | Permanent |
| Hours | 0.8 FTE (28 hours per week) |
| Salary | £35,745 - £39,186 per annum pro rata. This is a Senior Practitioner role sitting within GI’s Band 6 (Spinal points 27-31). The expectation is that the starting salary will be at the lower end of the band, SP27-29, capped at £37,336 pa pro rata.  The salary includes a £1,925 pa pro rata increase which was added with agreement of our Board of Trustees in Spring 2023. This represents an initial settlement towards the 23-24 NJC pay agreement. In the unlikely event that the final settlement is lower, GI reserves the right to make an adjustment to salary so that our scale remains aligned with the NJC. No deduction would be taken from salary without due consultation with staff. |
| Line Manager | Head of Youth and Families |
| Location | Leeds and online, with some work in London |

**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.

* Oversee the running of a series of regular youth group sessions for young trans people from across the UK in your allocated modules. This includes:
  + Line managing Coordinators who plan and deliver youth groups.
  + Being responsible for and supporting Sessional Youth Workers and volunteers contributing to Youth Work Area of Service.
* Work closely with the team to ensure young trans people get a high quality service as well as benefit from other services at Gendered Intelligence.
* Key oversight on the safe involvement of children in this department, especially when the events cross age-ranges of adults/ children.
* Monitor and evaluate the sessions and activities, youth work practices and create reflection reports as well as development plans.
* Implement and maintain a quality assurance framework in relation to youth work practices and the delivery of group provision of trans and gender questioning youth.
* Develop and hold relationships with key partners that position the youth service in a national framework of youth work practices.
* Aid in the strategic thinking and planning of the organisation, as well as be able to work operationally and deliver strategic objectives.

**Specific Requirements**

**Service Delivery**

* Respond to safeguarding concerns from the youth work team, and pass these on to the appropriate team member where relevant.
* Deliver 1-1 work with young people in complex circumstances, or who are deemed most at risk in the service. This is in collaboration with the Head of Youth & Families and the other Youth Work Senior Practitioners.
* Effectively plan and support the delivery of our annual events e.g. Pride season, Trans Day of Remembrance, with the focus on young people and youth worker’s safe involvement. Work with the Coordinators and the Head of Youth and Families to develop an ongoing risk assessment for your venue(s) and the groups' well-being and ensure your team are aware of this. To oversee GI’s database – Lamplight - to ensure data is kept up-to-date and offer support/training when requested to the rest of the GI team.

**Reporting**

* Monthly and quarterly report on activities undertaken in the Youth Work Area of Service.
* Produce quantitative and qualitative data for reports for the evaluation of GI’s youth service, Youth Board and residential programme.

**Meetings**

* Support the Head of Youth and Families in the planning and running of Youth and Families Services meetings with an embedded programme of training/ workshops to support the continued professional development needs of your team and the practice. Once a year, this will be a safeguarding update training/ workshop.
* Attend staff meetings and contribute to the work of the wider organisation.
* Plan and run monthly meetings for Coordinators and weekly announcements for the Youth work team, with the support of the other Youth Work Senior Practitioners.

**Networking & Communications**

* Attend National LGBTQ and Youth Work network meetings/ events/ conferences to stay looped into current practice and national issues in the field.
* Represent the Youth Service at all times where necessary.
* Work with the Coordinators and the Head of Youth and Families to develop an ongoing relationship with the venue managers and other staff at youth group venues.
* Keep up with communications from the youth work team and the wider team at GI , as well as developing your own professional relationships with young people and external agencies.

**Training & Development**

* Attend mandatory safeguarding training and other relevant Continuing Professional Development programmes.
* Design and deliver training or workshops within the youth service, or to external organisations (if necessary and if in your interest sphere).
* Provide and plan observations for Coordinators and Sessional Youth Workers when needed.
* Support the Residential Lead in staff/ volunteer training days as well as the residential programme for young people.

**Cover**

* Organise or provide cover and assistance to your team so that the youth service may continue to run smoothly throughout the year.
* Cover core duties of the other Senior Practitioners in case their leave or sickness would impact the running of the Youth Service (with support from the Head of Youth & Families).
* To deputise for the Head of Youth and Families if required.

**General Requirements**

* All staff are required to work within Gendered Intelligence’s policies, ensuring these are carried at all times, in particular:
  + Take responsibility for the health and safety of themselves and of other persons who may be affected by their acts or omissions, as per the Health & Safety at Work Act 1974.
  + Behave in accordance with Gendered Intelligence’s Equal Opportunities Policy and ensure Equal Opportunities principles are incorporated into the planning, delivery and monitoring of services.
  + observe and implement the safeguarding policy.
* To work closely 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.

# 6. Person specification

In the application form we ask you to address each point in the person specification below in turn, providing examples for each one. You are welcome to evidence the experience and qualities required using examples outside of paid work.

**Strongly Desired**

**Experience**

* Experience managing a team or other transferable equivalent.
* 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.
* Significant experience of facilitating groups of young people (through work experience and/or in education)
* Experience of planning, managing and running a youth project
* Experience working in a team and effectively managing relationships, teamwork, shared responsibility, conflict and other team issues
* In-depth experience of working with young people in complex / risky circumstances, including supporting with wellbeing / mental health
* Experience working on high level and sensitive safeguarding cases with colleagues, young people and external bodies

**Knowledge**

* An intersectional understanding of the issues facing young trans people
* An awareness of current legislation and safeguarding procedures relating to children and young people
* Clear understanding of the nature of confidentiality and boundaries and the need for strict adherence to our confidentiality policy
* 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**

* Excellent verbal and written communication skills
* 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.
* Highly organised and self-motivated with an ability to manage your own time and prioritise varied workload
* The ability to remain calm under pressure

**Abilities**

* 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
* Manage risk effectively, and to refer to other Senior Practitioners, Head of Youth and Families and Director of Youth & Community Department when needed
* Be comfortable with autonomy and your own initiative when working under pressure
* Able to ask for support and communicate when struggling
* 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**

* Experience of working within a trans youth group setting specifically
* Educated to level 3, graduate or post graduate level in youth and community
* Experience of line-managing people, in a small team of workers and/or volunteers on a project

# 7. 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 London office is near Kings Cross. We are currently in the process of securing some office space in Leeds for our Northern staff. Currently most Youth and Families staff are home-based and work online together.

There is also a requirement to be available to deliver in-person sessions at venues in Leeds and occasionally work alongside our practitioners in London. We are open to discussions about flexible working practices and potential trips to London will be planned with advance notice.

* **Hours of work.** GI’s working week is 35 hours; our offices are open from 9am – 6pm, although youth group sessions often take place outside of these hours. Exact working pattern will be negotiated with the successful postholder: meeting dates are set in the calendar, but admin time can be completed flexibly as agreed.
* **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.
* **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.

**NB** The salary includes a £1,925 pa pro rata increase which was added to all SPs up to 43 with agreement of our Board of Trustees in Spring 2023. This represents an initial settlement towards the 23-24 NJC pay agreement. We are aware that the NJC negotiations can take many months to resolve, which creates a number of issues such as the risk of higher deductions when backdated salary is received as a lump sum; and budgeting for both staff and accounts. We therefore agreed to match the offer currently on the table from the employers, on the assumption that any final settlement will almost certainly be equivalent to or higher than this. In the unlikely event that the final settlement is lower, GI reserves the right to make an adjustment to salary so that our scale remains aligned with the NJC. No deduction would be taken from salary without due consultation with staff.

* **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.
* **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.
* **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. For the Community Organiser role, we wish to centre our thinking around how we can empower and develop members of our trans communities. We see our 3Ps as equally important for the people we employ and the work that we carry out.

**Appendix 1: Our current youth groups**

We run youth groups and community spaces for trans, non-binary and gender exploring young people between 8 – 30 years old. Our groups are for different ages and demographics, and we have some spaces for young people of all ages to come together. Prior to March 2020, all our groups were held in-person; we rapidly developed expertise during the pandemic to run safe and engaging online youth work spaces which enabled us to reach many individuals who were isolated. This has also meant that our geographic range has expanded.

Leeds:

* Under 12s
* 12-21 year olds
* Community Saturday group or trip 11-25 year olds
* Swimming

London:

* Under 12s
* 11-15s
* 16-20s
* Peer Led 18-30
* Community Saturday for 11-25s
* Swimming under 16s
* Swimming over 16s

TPOC Youth Service:

* TPOCalypse 13-17 year olds
* TPOCalypse 16-25 year olds
* TPOC Peer Led 18-30 year olds (online)

Online:

* Under 12s
* 11-15s
* 16-20s
* Peer Led 18-30
* Transitions 16-25 year olds
* Youth Board 8-30 year olds
* Transfemme 13-25 year olds
* Nature Connections 14-25 year olds
* 18-30 for Trans people of colour

**Appendix 2: Modules Summary**

**The youth groups above have been assigned to Modules, and then grouped into Senior Practitioner roles. This role encompasses the following:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FTE** | **Modules** | **Youth Groups** | **Breakdown** | |
| **FTE** | **Hours p/ week** |
| **0.8 FTE** | North | * Monthly 12-21 year olds\* * Monthly Community Saturday group or trip 11-25 year olds * Swimming group * Under 12s\* | 0.35 | 12.25 |
| Youth Board and Youth Voice | * Youth board x 2 a month | 0.15 | 5.25 |
| Online | Groups with a related in-person session (not run concurrently):   * Under 12s * 11-15s * 16-20s * Peer Led 18-30   Groups that are online only   * Transitions 16-30 year olds * Youth Board 8-30 year olds * Nature Connections 14-25 year olds * Transfemme 13-25 year olds * 18-30 group for trans people of colour | 0.3 | 10.5 |

\*Subject to change. We may close the Under 12s group and instead have an 11-16s and a 16-20 group.

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. [↑](#footnote-ref-1)