## Text Description automatically generated

## Community Organiser

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

We are looking for an experienced organiser, who is committed to building power within the trans[[1]](#footnote-1) community and campaigning for housing justice.

The successful candidate will have:

* in-depth interpersonal skills
* the ability to recruit, manage and support a sizeable group of volunteer campaigners
* the ability to work autonomously
* be an excellent self-organiser and communicator

GI are UK leaders around trans inclusion and the postholder will have an integral role in the development of the organisation’s emerging policy work over the coming years, helping to steer GI’s position.

In light of the nature of this position, GI considers the candidate’s gender identity to be a Genuine Occupational Requirement in accordance with Para 1, Schedule 9, of the Equality Act 2010. Therefore we are only requesting applications from people who are (or identify as) trans, non-binary or gender-questioning.

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 Cara English, Head of Public Engagement ([cara.english@genderedintelligence.co.uk](mailto:cara.english@genderedintelligence.co.uk)). Please note Cara will be line-managing the postholder and Chairing the interview Panel.

**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 **Wednesday June 14th from 12-1pm** 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 **12pm on Tuesday June 13th** 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 Friday 23rd June**

Shortlisted applicants will be informed by: **Wednesday 28th June**

Interviews are expected to take place on **Monday 3rd July.** 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.

# 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

## GI’s policy and social justice work is delivered by the Public Engagement team, which currently sits within the PECSS Department.

## Our Public Engagement work strives to influence legislation, policy and practice at a national level. Our Public Engagement team work with public policy and decision makers, the media, researchers and academics as well as the general public and major institutions to raise awareness of gender diversity and to improve the lives of trans people. This is sensitive work and we avoid being drawn into unhelpful/toxic conversations in the media or social media. We prefer to take a non-judgemental approach and focus our work on guiding thinking to improve knowledge and understanding. In addition to the work that we do with politicians and the media, we foster community-led activism. This work enables us to increase campaigning skills among grassroots trans activists who campaign for trans voices to be heard. We provide our activists with training, advice and support.

## Our Public Engagement work is divided into 4 main areas:

## Effecting public policy and Influencing decision makers

## Responding to and influencing audiences via media/social media

## Carrying out and/or participating in research

## Social justice and community organising work

## 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.

# 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.*

This is an exciting role within Gendered Intelligence, funded by Trust for London through their Stronger Voices grant.

The postholder will work for two days each week alongside another Community Organiser (who is already in post, and working three days a week). There is flexibility in which days the new postholder will work, but we would expect at least one day cross-over with the existing postholder, to ensure continuity of services.

The two Community Organisers will be responsible for recruiting, and providing training and support to a group of trans Londoners, who want to campaign to tackle the root causes of housing injustice for trans people.

Members of the group are a diverse range of trans Londoners who have encountered systemic inequalities and/or housing precarity and want to build trans community power to secure concrete improvements to their living conditions. They will gain skills in campaigning and community organising. Group members will be supported in meeting local councillors, MPs or other decision makers to secure the needed changes.

The ideal candidate would have a background in community or workplace organising and/or campaigning for social change by working within the communities that are directly affected.

The Community Organisers will work directly with a wide range of people other than the groups, including the CEO, Heads of Service, other staff, volunteers, clients and other stakeholders.

They will also work with the Head of Public Engagement to ensure our community organising work and trans housing justice asks are aligned with our wider policy work, including our work with parliamentarians.

**Background**

The work will primarily focus on housing injustice. We have identified core issues impacting the community including:

* Trans people are disproportionately affected by homelessness, with multiply-marginalised trans people especially affected
* High rents, housing insecurity and poor conditions impacts trans people, particularly those on low incomes.
* Trans people can feel unsafe in certain neighbourhoods.
* Trans people face discrimination in the housing system and too few services are trans inclusive or understand how to meet trans people’s needs.

# Job description

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| Contract type | Fixed term contract until September 2024  Funding may be sought to extend the role(s) beyond the initial grant term. |
| Hours | 0.4 FTE (14 hours per week; at least 7 hours must cross-over with the other post-holder who works Tuesday, Wednesday and Thursday) |
| Salary | £33,820 – 37,261 (+ £3,000 London weighting where applicable). This is a Senior Practitioner role sitting within GI’s Band 6 (Spinal points 27-31).  Pay award pending for 23-24: once agreed this will be backdated to contract start date |
| Line Manager | Head of Public Engagement |
| Location | The GI office is near Kings Cross.  We are open to discussions about flexible working practices, but the expectation is that this role will have GI office and/or external London-based settings presence with the flexibility to attend in-person meetings/ deliver services on different days as required. |

**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.

* Recruit a group of trans Londoners with experience of the housing crisis, maintaining and strengthening these relationships for the duration of the role
* Support group members to develop their community organising skills and to collectively develop and implement campaign strategy.
* Put in place a programme of training to support the learning needs of group members, liaising with external providers where necessary. These include but are not limited to: community organising, campaigning, working with local authorities, trans awareness training, media and communications training.
* Design and implement an evaluation framework for the project – collecting and collating data, for the purposes of monitoring and evaluation of the project in accordance with our funding needs.
* Work with the Head of Public Engagement, to further develop the strategy of policy engagement, in particular around the theme of housing precarity, homelessness and inequality.
* Operate at a local London-based level to influence decision makers and campaign for greater housing equality for trans people
* Engage with other policy-focussed organisations that are campaigning and advocating for equality in the housing sector
* Attend external meetings with policymakers, decisionmakers, parliamentarians and other officials
* Represent Gendered Intelligence externally and to present on our work as required, including internally at GI

**General Requirements**

* To bring GI’s “3P’s” to your work – Professionalism, Positivity and Passion, and to take a non-judgmental approach to everyone you work with external and internal to GI.
* 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 as well as our Safeguarding Policy and Procedures.

All staff may be asked to undertake other duties and responsibilities appropriate, as determined by the CEO, on an occasional basis.

# Person Specification

Please address each point in the person specification in turn, providing examples for each one. You are welcome to evidence the experience and qualities required using examples outside of paid work.

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| **ESSENTIAL** |
| **Experience** |
| Experience of organising workplace or community-based campaigns. |
| Experience of building trusting relationships with a diverse range of people and stakeholders and motivating them to take action |
| Developing and delivering training programmes |
| **Abilities** |
| Ability to empower and motivate people to participate in and lead collective struggle and to organise effective teams. |
| Tact, sensitivity and a diplomatic manner with a range of different stakeholders |
| Well organised and self-motivated with an ability to prioritise a varied workload, and ability to remain calm and efficient under reasonable pressure |
| Professional in all manners - reliable and punctual, practical and focused, willingness to do what it takes to get a job done |
| Ability to keep boundaries and look after yourself and those you’re organising with when doing stressful work |
| **Skills** |
| Project management skills |
| Excellent verbal and interpersonal communication skills |
| Strong written communication skills, with proven experience of drafting high quality campaign materials, reports and briefings |
| Good working knowledge of Microsoft Office including Word, Excel, PowerPoint; video conferencing (Teams and/ or Zoom) |
| **Knowledge** |
| An in-depth understanding of trans identities, communities and gender diversity |
| Proficient understanding of the levers of change within the Local Authority model of government |

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| **DESIRABLE** |
| Lived experience of poverty, unemployment, housing inequality and/or difficulties with engaging with the welfare system |
| Experience of working or volunteering in an LGBTQ setting |
| Proficient understanding of the housing crisis in London |
| Good working knowledge of creating graphic material |

# 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 near Kings Cross. We are open to discussions about flexible working practices, but the expectation is that this role will have some office presence with the flexibility to attend physical meetings on different days as required.

**Hours of work.** GI’s working week is 35 hours; our offices are open from 9am – 6pm. Exact working pattern will be negotiated with the successful postholder, but the expectation is that normal office hours will be covered.

**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 negotiations for the period April 2023 – March 2024 are ongoing. Once agreement is reached, any applicable rise will be backdated to the employment 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.

**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.

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)