## 

**Learning Development and Well-Being**

**Co-ordinator**

Thank you for your interest in working with Gendered Intelligence.

We are looking for an enthusiastic professional to actively support the learning and well-being of staff across our growing charity. This role will lead on the development of a new programme that aims to improve the skills, confidence, experience and well-being of our predominantly trans staff team. You will be working across the whole organisation to ensure appropriate opportunities are available to meet colleagues’ varied needs.

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. If you have any questions or want more information about the role please contact Moya Wilkie [moya.wilkie@genderedintelligence.co.uk](mailto:moya.wilkie@genderedintelligence.co.uk)

What is in this pack:

1. Diversity Information
2. Recruitment Process and timeline
3. Background information about Gendered Intelligence
4. Job description
5. Person specification
6. Additional information

Separate documents:

1. Application form (2 part)
2. Diversity monitoring form (optional)

## 1. Diversity Information

Gendered Intelligence welcomes applications from people of diverse backgrounds, abilities and gender identities. Our policy is to encourage trans people, in particular trans-feminine spectrum people and people of colour to apply. We aim to create a positive working environment for all staff, and are working towards a diverse workforce. We recognise that people from different communities may gain skills in different ways, and while the criteria below refers to formal qualifications, we will view equivalent, relevant experience in a positive light. As part of our commitment to increasing diversity, we have included an Equal Opportunities monitoring form with this pack, which is not mandatory, but we hope you will complete.

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.

## 2. Recruitment Process

Please read the job description and person specification carefully.

Please complete the application form that comes with this pack. We have provided guidance that you may find useful to read before you fill in the form. If you have any questions, please email [recruitment@genderedintelligence.co.uk](mailto:recruitment@genderedintelligence.co.uk)

As part of our commitment to diversifying our organisation and supporting a wide range of individuals, we are offering a limited number of 10 minute slots to support applicants with their applications. These 1:1 online sessions will take place on Thursday 22nd April and will give the chance for potential applicants to ask any questions they have about the process, or about how to complete or what to include on the application form. 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 Monday 19th April if you would like to take advantage of this offer.

Deadline for submission of applications: **Tuesday 4th May at 9am**

Shortlisted applicants will be informed by: Monday 10th May

Interviews are expected to take place online early in the week beginning Monday 17th May. if you are not available this week please let us know this when you apply.

All job offers are made subject to references.

**3. Background Information**

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 grass roots 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**  
  Work with professionals and organisations to develop trans inclusivity in workplaces and services
* **Youth and Communities Work**  
  Work with trans people, especially young trans people, to support well-being and enable trans people to thrive
* **Public Engagement and Central Support Services**  
  Work with the media, general public and major institutions like the government to raise awareness; all internal support functions such as finance, HR and IT

To find out more, visit [www.genderedintelligence.co.uk](http://www.genderedintelligence.co.uk)

**4. Job description**

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| Post | Learning Development and Well-Being  Co-ordinator |
| Contract type | Fixed term – 2 years |
| Hours | 0.5 Full Time Equivalent; 17.5 hours per week. |
| Salary | Band 5 (Spinal Points 20-25): £25,990 - £29,576 (+ £3,000 London Weighting where applicable) pro rata. |
| Location | Office/ remote |
| Line Manager | Head of Operations |
| Other significant working relationships | Internal: Heads of Service and Team Leads across GI; Communications Officer; Senior Leadership Team; volunteers. |

**Summary**

This new role has been created with funding from The National Lottery Leaders with Lived Experience programme. GI is committed to staff development and has run a programme of learning, training and support activities in recent years. But we recognise we could do more to support our predominantly trans-identified staff team. We are keen to invest in our staff so that can progress in their chosen career(s), and support those who take on more responsibility.

**Context**

As GI has grown - in staff size, income and reach – we need to ensure that our systems and processes are fit for purpose and are implemented consistently. In particular we want to ensure there is appropriate support for staff, many of whom deliver front line services, and may encounter challenging behaviours and views on a regular basis or would need to deal with sensitive disclosures from trans people. Many members of our team use their own lived experience every day to support others and this has a personal impact on their well-being.

As an organisation led by leaders with lived experience, we are committed to offering the same level of support to our staff team as we do to our service users. Trans people face significant inequalities including:

* Higher levels of discrimination, shame, abuse & violence
* Inequalities in health & wellbeing
* Higher levels of social isolation & exclusion
* Less opportunity in terms of education, training & employment and attainment

We are committed to supporting staff development for existing colleagues and also welcoming and supporting new employees. We acknowledge that many colleagues experience multiple disadvantages and have multiple experiences that impact on a daily basis. We recognise that this can create additional barriers for individuals and are committed to building and supporting a diverse team.

We acknowledge that support can take many different forms, and hence individual needs have to be considered. In this context, our aim is to provide the opportunities and tools that staff need to feel safe, to thrive and develop, and to continue to deliver high quality services both to internal colleagues and external stakeholders. Each person will receive a personalised development plan, reflective of their current role and their future aspirations, and acknowledging well-being as an important component.

**Main Duties and Responsibilities**

The postholder is responsible for reviewing, improving, implementing and embedding appropriate systems and processes across the organisation to improve staff access to learning and wellbeing support.

The nature of the role means that the postholder will be required to work with colleagues across the whole of the organisation, and have a good understanding of the different departments and roles.

The range of responsibilities and duties of this role will include those listed below. Priorities may change in line with the development of the role, and other duties may be allocated from time to time. Training and support will be provided to ensure that all responsibilities can be met.

Create systems to monitor and support staff learning needs and wellbeing. This will include:

* Gathering info on existing skills and supporting line managers to identify needs
* Creating a programme of learning which supports individual learning, shared needs and organisational aspirations
* Working within finance guidelines to source trainers, coaches and other practitioners with relevant knowledge to deliver to agreed briefs.
* Managing and monitoring external suppliers to ensure quality
* Developing a wellbeing charter, outlining the basic GI offer and routes to access individualised support.
* Compiling resources list (including external offers) and signposting for team members
* Establishing and implementing a sustainable record keeping system
* Monitoring and evaluating delivery so that the learning cycle becomes embedded
* Supporting reflection and the embedding of a learning culture across the organisation

**General Requirements**

* To work independently, effectively and reliably to meet deadlines on a wide range of activities without supervision.
* To work with others to help achieve the organisational strategic goals and a positive working environment for all staff.
* To communicate effectively and in a timely and professional manner.
* To bring GI’s “3P’s” to your work – Professionalism, Positivity and Passion.
* 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.
* All staff may be asked to undertake other duties and responsibilities as appropriate, as determined by the CEO, on an occasional basis.

## 5. Person Specification

We recognise societal structures adversely affect people with marginalised identities / experiences and we are committed to building and supporting a diverse team.

If you feel you have the qualities to fulfil these specifications, but do not have formal qualifications, or feel less confident about your experience, we are keen for you to apply. P

You are welcome to evidence any of the person specification qualities outlined below through a variety of ways outside of paid work. This could, for example, be through organised volunteering roles; caring roles; informal community activity or any other route.

Please address each point in the person specification in turn, providing examples for each one. You are welcome to evidence any of the qualities outlined below through a variety of ways outside of paid work. This could, for example, be through organised volunteering roles; caring roles; informal community activity or any other route.

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| **ESSENTIAL** |
| **Skills** |
| 1. Excellent verbal communication and people skills |
| 1. Excellent written and proof-reading skills |
| 1. Excellent Information and Communication Technology skills with competency in Office programmes such as Excel |
| **Abilities** |
| 1. Well organised and self-motivated with an ability to prioritise |
| 1. Ability to multi-task, work quickly and accurately, be proactive and remain calm and efficient under reasonable pressure |
| 1. Attention to detail and commitment to finishing work to a high standard |
| 1. Ability to develop and maintain productive working relations, exhibiting tact, sensitivity and a diplomatic manner |
| 1. Ability to research, gather, collate and present data to inform decision making by colleagues |
| **Experience** |
| 1. Developing a learning or training programme, ideally within a small/ medium sized organisation |
| 1. Supporting learners to identify needs and implement learning |
| 1. Sourcing, managing and monitoring external suppliers to deliver to agreed briefs |
| **Knowledge** |
| 1. An in-depth understanding of trans identities, communities and gender diversity |
| 1. Understanding of how to support staff around their wellbeing, using a range of resources. |

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| **DESIRABLE** |
| 1. Experience of working within an LGBTQ setting |
| 1. Experience of the voluntary sector, ideally within a small charity |
| 1. Experience of managing a budget |

## 6. Additional information

**Annual leave.** You will be entitled to 28 days per annum (pro rata for part-time workers). Our leave year runs from 1st October to 30th September.

**Location.** The GI office is near Kings Cross. Currently all staff are home-based but the expectation is that this role will be predominantly office-based, once this is deemed safe and practical.

**Hours of work.** GI’s working week is 35 hours; our offices are open from 9am – 6pm. Flexibility can be offered over exact working pattern but the expectation is that the hours will be fulfilled during regular office hours, Monday – Friday.

**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.