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# Head of Professional and Educational Services

## 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 **10am Monday 14th of March 2022** by 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, with the exception of points SA5 and K1 where we expect up to 300. While there may be sections where you are able to say more, we encourage you to be concise and focused in your answers.

Where there are bullet points expanding on the Specification point and requesting particular detail, please do ensure you address the **whole** Specification point and don’t limit yourself only to the expansion point(s).

**Skills and Abilities**

SA1: Able to line manage, motivate and support a team of professional trainers and consultants, and work with administration staff

In particular please tell us about:

* Your line management experience, dealing with HR matters such as: supervisions, appraisals, timesheets, expenses, annual leave and sickness absence; recruitment, induction and probation; managing capability / disciplinary matters
* Any experience you have of working with a team which has lived experience in relation to the work they do.

SA2: Self-motivated and proactive; able to work without supervision

SA3: Excellent organisational skills especially regarding task and diary management; able to manage and prioritise a multi-faceted workload; able to remain calm and efficient under reasonable pressure with respect to these aspects of the work

SA4: Able to manage and carry out the administrative aspects of the role quickly, accurately and reliably, to deadlines, with attention to detail

SA5: Excellent training / facilitation skills

Please include details of your training experience, including information about the following (only approximate information is expected):

* The length of time over which you have trained e.g., 6 months, 5 years
* How many sessions you have delivered in total
* The length(s) of the sessions you have delivered e.g. one-hour, full-day etc
* How frequently you have delivered sessions e.g. once a month, twice a week
* What subject(s) you have delivered training on
* The nature of your training, e.g. presenting information, facilitating interactive exercises and activities
* Whether you have delivered one-off sessions and/or multi-part courses
* Whether you have delivered training on your own or with others
* Whether you have delivered your own material and/or that of others

SA6: Excellent verbal communication and interpersonal skills; an excellent understanding of good client liaison and relationship management; tact, sensitivity and a diplomatic manner with a range of different stakeholders

SA7: Able to respond calmly, positively and professionally to challenging clients and exhibit an appropriate degree of resilience; a non-judgmental approach to clients and their learning needs

SA8: Able to manage the planning and contractual aspects of the work – costing, project planning and resourcing, terms and conditions, project management, reporting

SA9: Able to understand basic finances and manage to a budget

SA10: Able to implement, manage, work with and (ideally) improve systems and processes designed to provide information and ensure quality and consistency

*Please note: SA11 (Good written English) will be assessed by the overall application. Please bear this in mind when completing the form.*

**Knowledge**

K1: An in-depth and in-breadth understanding of trans identities and experiences, trans communities and gender diversity, and the issues affecting trans people; a proficient and up-to-date understanding of the language and terminology relating to trans people

Please include:

* A short bullet list of the issues you believe are currently affecting trans people
* A list of key areas in which you feel you are knowledgeable
* Two examples of more nuanced knowledge that demonstrate to us that your knowledge is in depth / in breadth

K2: A solid understanding of legislation that affects trans people, in particular the Equality Act 2010 and the Gender Recognition Act 2004

K3: Good working knowledge of Microsoft Office including Word, Excel, PowerPoint. Good basic IT skills, such as use of email, use of an online diary / calendar, and online document storage and sharing

Please tell us how you have used each Microsoft Office package, and describe at least one example of what you have used each for.

**Qualifications**

Q1: Level 3 Award in Education and Training qualification or equivalent.   
If you do not already have this, you must be willing to obtain it. GI pays for the qualification; the employee is expected to do the course in their own time, unless there are exceptional circumstances / an access need.

**Desirable**

D1: Experience of working within an LGBTQ setting

D2: Experience of working in a similar combined managerial / front line delivery role

D3: Working knowledge of the Zoom video conferencing platform

D4: Able to develop effective, practical training courses, activities and materials that achieve identified learning outcomes; able to induct trainers into standard packages

## 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: **10am Monday 14th March 2022**