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**Administrative Assistant**

**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 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 Services**  
  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

**The role**

## The Administrative Assistant role will work across a range of services at Gendered Intelligence, responding to general enquiries and supporting the work of our other administrators. This role would suit someone who is interested in developing their core administration skills in a busy trans-led organisation.

## Diversity Information

Gendered Intelligence aims to create a positive working environment for all staff, and is working towards a diverse workforce. We welcome applications from people of diverse backgrounds and gender identities, as well as from disabled people. We particularly encourage trans people, in particular trans-feminine spectrum people, and people of colour, to apply, as members of these communities are currently under-represented in our organisation. 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. Anonymised data is shared with our Diversity Working Group, which was established in 2019. Via an Action Plan approved by our Board, the DWG aims to improve our recruitment processes, as well as the working environment and support available for all staff.

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.

## Recruitment Process

Please read the job description and 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: **5pm on Friday 17th December**

Interviews are expected to take place (via Zoom) early in January,with an expected start date before the end of January.

All job offers are made subject to references.

## Job description

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| Status | Part time: 25 hours per week |
| Working pattern | To be agreed with successful candidate |
| Contract type | Fixed term (six months) |
| Salary | £11.60 per hour |
| Location | Remote, returning to London (King’s Cross) office when COVID allows |
| Line Manager | Administrator |

**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.

**Managing enquiries**

Responding to all general enquiries coming into the organisation via our website, email and telephone – and dealing with them directly or signposting to appropriate services and team members. In order to respond to enquiries, you will keep up to date on and carry out research on developments in our services and matters affecting trans people such as transitioning, the law, accessing services, experiences of discrimination etc. You will maintain a log of enquiries and activities and feed into the Resources Working Group where FAQ factsheets and signposting of resources can be generated.

**Office Management**

Support the smooth running of the organisation by carrying out range of tasks like booking travel and accommodation for the team, organising diaries, ordering office supplies, organising meeting room and equipment bookings where necessary.

**Central Support**

Support colleagues to prepare for meetings and other admin task like writing reports and other documents. Support report writing for funders. Help the Administrator with internal communications content on our SharePoint. Support with Information Technology and Computing trouble shooting.

**General Requirements**

* All staff are required to work within Gendered Intelligence’s policies, ensuring these are carried out in relation to the job, in particular: .
  + Take responsibility for the health and safety of self and others at all times and
  + Behave in accordance with Gendered Intelligence’s codes of conduct, Equal Opportunities Policy and ensure Equal Opportunities principles are incorporated into the planning, delivery and monitoring of services.
  + Deliver their work in line with our 3 Ps: Professionalism, Positivity and Passion
* All staff may be asked to undertake other duties and responsibilities appropriate, as determined by the Director, on an occasional basis.

**Person Specification**

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| **Essential** |
| **Abilities** |
| Highly organised with an ability to prioritise a varied workload. |
| Excellent written skills and verbal communication skills, able to communicate with clients, stakeholders and colleagues. |
| High level of attention to detail and ability to finish tasks to a high level. |
| Self-motivated and proactive. |
| Ability to work alone / without close supervision, as well as being part of a small team. |
| Ability to keep calm under pressure |
| **Knowledge** |
| A good level of awareness and understanding regarding trans people and LGBTQ+ communities |
| Basic working knowledge of Microsoft Office including Word and Excel, as well as competent email and internet skills. |

**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 and we are exploring what working practices will look like over the coming months, once it is deemed safe and practical to return to the office. We are open to discussions about flexible working practices, but the expectation is that this role will have an office presence.

**Hours of work.** GI’s working week is 35 hours; our normal working hours are 9am–6pm. Exact working pattern will be negotiated with the successful postholder, but it is expected that your hours will be completed within office hours.

**Monthly timesheets and TOIL**. All staff are required to complete monthly timesheets which must be submitted promptly, on or before the 19th of each month. 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.

**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 and/or your income reaches the threshold (currently £520 per month), but may opt out if you choose.