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**Consultant**

**Summary**

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| **Position** | Consultant – Race and Ethnicity Empowerment/ Equity & Inclusion Practitioner |
| **Contract period** | 5 months (exact dates tbc: provisional start date early March) |
| **Fee** | £250 per day – 3 days per week  (maximum available: £17,250, inclusive of VAT where applicable) |
| **Timeline** | Deadline for expressions of Interest: Friday 25th February  Interview for shortlisted candidates: week beginning 28th February |

**Overview of requirements**

Gendered Intelligence (GI) is seeking an experienced consultant for a 5-month project. We are looking for someone to offer broad support to the organisation with regards to our implementation of the Diversity Working Group Action Plan, specifically in the areas of anti-racist practices, inclusion and advancement of black and other people of colour at GI.

The consultant will report directly to the Chief Executive Officer (CEO) and work closely with each member of the Senior Leadership Team (SLT) to consider how race equity can be systemically embedded across the organisation, (specifically the Director of Youth and Community Services and the Director of Public Engagement and Central Support Services), and also engage with other team members as specified below. Together as a team we will identify issues and needs, areas of good practice and areas for development. Taking a listen, learn, improve approach, the consultant will support the organisation to reflect on, build and develop as well as carry out actions via the Diversity Working Group (DWG).

The consultant will also be required to support the existing and established Youth and Community Services (YCS) team. They will provide practical cover arrangements whilst a team member is on extended leave. In addition, they will input to the overarching service development, and to ensure that our young trans people of colour receive high quality services in the YCS Department.

**Diversity**

Gendered Intelligence welcomes proposals from people of diverse backgrounds, abilities and gender identities. Our policy is to encourage trans people, in particular trans-feminine spectrum people, people of colour and disabled people to be involved with our work. We recognise that people from different communities may gain skills in different ways, and we will view relevant, transferable experience in a positive light.

In light of the nature of this position, GI is strongly encouraging proposals from people who are (or identify as) trans, non-binary or gender-questioning and/or queer; and also as a person of colour. We particularly welcome individuals who are Black, including mixed race/ mixed heritage.

As a trans-led organisation, GI places great value on the lived experience that individuals bring to their work. We are also conscious of the emotional labour that this can require and aim to be a supportive and learning environment. Our intention with this project is to improve systems and processes so that – as well as being a welcoming environment for Trans People of Colour – allies can take responsibility for addressing systemic issues.

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.

**Background information**

**The organisation**

Gendered Intelligence, 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

**Diversity Working Group**

We aim to create a positive working environment for all staff, and are working towards a diverse workforce who are supported and enabled to develop. To further this aim, in 2019 we established a Diversity Working Group to help identify specific areas for improvement. All staff are eligible to join, and we have developed a Terms of Reference that ensures a changing membership to bring fresh perspectives at regular intervals. In addition to staff, membership includes invitations to our Board of Trustees, young people and volunteers. The resulting Action Plan has been approved by our Board, and is used as an evolving reference point for activity by members of the DWG and other colleagues.

**Youth and Community Services**

The YCS team is going through a re-structuring with most staff expected to be in their new roles by early 2022. There have been two Acting Co-Heads of the Youth Service and one of these is on an agreed six-month period of unpaid leave until June 2022. In their absence the other Acting Co-Head is increasing his hours, but we need additional capacity to support the team at this time.

We are also conscious of the absence of people of colour within our current Management Group at GI. As a learning and reflective organisation, we appreciate that we all hold responsibility to improve the diversity and working practices within the organisation. In addition to this, we are seeking an individual who can bring managerial experience and knowledge from the field of race equality & equity, diversity and inclusion in order to build on the work currently being undertaken at GI as well as to contribute to future developments across the organisation with regards to GI-wide systems and practices.

Currently, our Young Trans People of Colour groups (called TPOCalypse) meet in person once a month for the 13-17 year olds and from the spring once a month for the 16-25 year olds. We also provide online group spaces for our Young Trans People of Colour as well as additional 1:1 phone/ text/ email support. We are looking for someone who can support the youth workers of colour at GI, who are delivering this work. It is not essential to have a youth work background as the staff can access support for their YW practice from our Head of Youth Service. However, the youth workers of colour will benefit from additional support from someone with management experience in order to pick up issues, problem solve, support and develop the practice. The role would also involve working closely with the Head of Youth Services and other Senior Practitioners within the YCS department to look at race and racialised issues across YCS services and projects.

**Expected activities during the contract**

**Contribution to the Diversity Working Group**

The consultant will:

* Join the DWG to support the activities that seek to better the inclusion of Black and other People of Colour staff – example activities include building on recruitment processes and practices; considering retention strategies of People of Colour who are staff; working alongside our Learning Development and Well-Being Co-ordinator to support People of Colour within the staff team.
* Take on key activities and report back to the DWG – examples might include creating video content for recruitment purposes

**General Management – planning, project work, evaluation, and reporting**

The consultant will:

* Work towards our organisation’s goals of improving gender diverse lives and increasing understandings of gender diversity, in the area of Trans Youth Work (TYW), with the specific emphasis on Young Trans People of Colour
* Work alongside the Head of Youth Work and Senior Practitioners in TYW, to evaluate the Trans People of Colour youth provision, our monitoring/ impact analysis from the sessions and activities, and to report on activities and findings with some recommendations for development and new implementations.
* Contribute to the ideas for our existing residential program; improving Trans People of Colour staffing and young people’s access; and starting to plan a future Trans People of Colour specific residential event.
* Effectively support the delivery of our annual events with a specific Trans Person of Colour focus and perspective: Pride season, Trans Day of Visibility (TDoV), Trans Day of Remembrance (TDoR), End of Year Event or Conference, Community dates and events etc. with the focus on the safe involvement of Young Trans People of Colour and youth workers who are Trans People of Colour.
* Build relationships, and initiate and manage partnerships, especially with organisations run by Trans/Queer People of Colour to enhance the activities and opportunities Young Trans People of Colour receive at GI
* Liaise with our families/ parents and carers work with regards to improving access to families of colour
* Represent the Trans Youth Area of Service inside and outside of the organisation

**Staff support in YCS**

The consultant will:

* Support the Youth Work Coordinator whose role it is to plan and deliver Trans People of Colour youth groups
* Support the Coordinators and Sessional Youth Workers to work with Young Trans People of Colour to identify and meet their needs across all youth work activities, and ensure their team is briefed for each session
* Ensure the Trans People of Colour within the staff team are running a series of regular Trans People of Colour youth group sessions (online and in person in London) for young trans people from across England, dealing with any specific issues this team have working inside the needs of the youth service at GI
* Support volunteers of colour who contribute to the youth service (and work alongside our Volunteers and Events coordinator)
* Work across the team of other Leads and Senior Practitioners within the YCS Department to ensure key events and aims for all the members are met and delivered.
* Work closely with Gendered Intelligence staff from other Departments to ensure young trans people, especially Young Trans People of Colour, get a high-quality service as well as benefit from other services at Gendered Intelligence

**General Requirements**

The consultant will:

* Attend staff meetings and contribute to the work of the organisation as a whole
* Contribute to Youth Service wide risk assessments
* Attend mandatory safeguarding training and other relevant Continuing Professional Development activities
* Be required to work within Gendered Intelligence’s policies and practices, 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
  + Behave in accordance with Gendered Intelligence’s codes of conduct and Equal Opportunities Policy and ensure Equal Opportunities principles are incorporated and adhered to in all aspects of the role.
  + Adhere to GI Values of being professional, positive and passionate

In addition, the consultant may be asked to undertake other duties and responsibilities, as determined by the CEO, the Director of YCS, or the Finance and Central Services Manager, on an occasional basis.

**Process for proposals**

If you have any queries about the above information or the process, please email [recruitment@genderedintelligence.co.uk](mailto:recruitment@genderedintelligence.co.uk); your query will be forwarded to the correct individual.

To submit a proposal, please send an up-to-date CV (2 pages maximum) and a response to the following questions (2 pages maximum):

1. What is your experience of similar work in the past supporting organisations with their race equality action planning?

Please include:

* Relevant experience in the not-for-profit sector.
* Any examples where you have supported individuals (e.g. colleagues, direct reports or mentees) to develop activities and reflect on practices.

1. Based on the information about the context provided above, what do you feel you would bring to GI’s specific situation?

Please include:

* Any transferable experience or skills that you feel are relevant to share (we welcome fresh perspectives).
* Any initial thoughts about the approach you would take.

Please send the two documents to [recruitment@genderedintelligence.co.uk](mailto:recruitment@genderedintelligence.co.uk) by **9am on Friday 25th February 2022.**

Interviews with potential consultants will take place via Zoom in the following week.

If you have any disability or access needs that you would like to share ahead of the interview, please provide any details in your cover email to [recruitment@genderedintelligence.co.uk](mailto:recruitment@genderedintelligence.co.uk). This information will not be shared with the Panel until they have reviewed your proposal.