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**Coordinator – Youth Service**

As a Youth Work Coordinator at GI, you will be leading youth groups for trans young people, providing face-to-face delivery and development of our trans youth work service. You will support young people - across different age ranges between 8-30 - with the challenges of growing up trans / gender diverse in a cis-normative world as well as other challenges and journeys that all young people face in society. Youth work, and this role, is about relationship building, youth empowerment and ensuring the participation and inclusion of and listening to young trans people as they are.

We are looking someone who is passionate about providing safer, empowering, positive spaces for young trans people; and who will have the dedication and experience to do this work even in the hardest of times.

## 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 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)

## 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, abilities and gender identities. 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. We encourage trans people, in particular trans-feminine spectrum people, and people of colour, to apply.

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.

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 and also as Black, Asian or otherwise of the global majority, including mixed race/ mixed heritage.

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: **9am on** **Monday 14th February**

Shortlisted applicants will be informed by: **Thursday 17th February**

Interviews are expected to take place on **Tuesday 22nd February**. 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 successful DBS check.

**Want to learn more before applying?**

As part of our commitment to diversifying our organisation and supporting a wide range of individuals, we are offering two options for pre-application support. You are welcome to take up both options.

**Option 1:** An information session will be hosted by senior members of the Youth Work team, one of whom will be on the Panel. The sessions will be open to all potential applicants for this role, and also those interested in the Sessional Youth Work positions which are being recruited in parallel.

The sessions are scheduled for **Friday 28th January 11.30-12.30** and **Monday 7th February 6-7pm** and will take place on Zoom.

Please email [recruitment@genderedintelligence.co.uk](mailto:recruitment@genderedintelligence.co.uk) by **5pm on Thursday 27th Januar**y or **noon on Thursday 3rd February** respectively if you would like to take advantage of this offer.

**Option 2**: A limited number of 10 minute slots are available to support applicants with their applications. These 1:1 online sessions will take place on **Thursday 3rd February** 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 GI, the process, or how to complete or what to include on the application form, in a confidential space. 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 **5pm on** **Tuesday 1st February** if you would like to take advantage of this offer.

1. **Job description**

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| Hours | 0.5 FTE, equivalent to 17.5 hours per week |
| Salary | Band 5, Salary Points 20-25 (£25,990 – £29,576) plus £3,000 London Weighting per annum pro rata |
| Contract | Permanent |
| Line Manager | Senior Practitioner in Youth & Communities department |
| Line Management responsibilities | Sessional Youth Workers (up to 2) |
| Location | London predominantly, with some work in Leeds or online depending on youth groups and trips + annual residential trips. |

**Overview**

As a Coordinator you will be joining GI’s established Youth Work team, which sits within the Youth and Communities Services Department. We have been delivering support for young trans people since 2008 and have a well-developed ethos, systems and methods of youth work practice.

The team is led by the Head of Youth and Families, currently supported by 3 Senior Practitioners, 5 Coordinators and 7 Sessional Youth Workers.

The Coordinator role will involve a range of duties, including planning the sessions, liaising with venues, following up on safeguarding concerns, inputting to risk assessments and working with guests and visitors. You will be supported by Sessional Youth Workers and volunteers in each session.

As a member of staff at GI you can expect commitment to your personal development – both holistically and professionally; emotional and practical support from the youth work team and wider GI team; and opportunities to develop your youth work practice.

**Main Duties and Responsibilities**

As part of this role you will be expected to:

**Youth Group leadership**

* + - * Lead between 4-7 youth groups per month (a combination of in person in London/Leeds and online) including adequately planning, delivering, preparing resources and a comprehensive session plan for each group under the direction of Senior Practitioners.

The Lead role activities for youth groups include:

* + - * + Responsibility for safeguarding in youth group sessions, adhering to GI’s Safeguarding Policy and procedures - ensuring that Sessional Youth Workers and Volunteers are also aware of their safeguarding duties. Liaise with Senior Practitioners / Designated Safeguarding Lead around any safeguarding concerns
        + Carrying out one to one support sessions with young people (usually by phone, Zoom, email, or text) at allotted times and supported by Senior Practitioners and the Head of Youth and Families
        + Greeting new young people to in-person groups and ensuring they feel welcomed and comfortable, then that they are inducted properly to GI and complete a membership form following the guidance from the Head of Youth and Families
        + Running a briefing and debrief session for every group with your youth work team. The briefing should ensure all members of your team understand the aims of the session as well as their role with a debrief focusing on reflection and evaluation of the group activities, your colleague’s practice and the young people’s wellbeing
        + Completing and uploading a group register and session summary (description of what happened) after each session to our database system (Lamplight), with specific requirements for young people who are under 18
        + Issuing travel bursaries, purchasing refreshments, receiving receipts and recording all items regularly through our petty cash system or process through expenses

You will be assigned to regular groups but will be expected to provide cover for other groups as required to support staff absence.

**Additional activities**

* + - * Take on two Support Line shifts and relevant communications with regards to that role

OR

* + - * Take on one Mentoring young person (in person/online) per month, attending clinical supervision and meetings connected to that role as well as communicating with the Trans Mentoring Senior Practitioner

**Management and Supervision**

* + - * Line Manage up to 2 Sessional Workers: this involves keeping up -to-date supervision records, signing off timesheets, supporting their development and liaising with Central Support Services. (Training for managing staff will be available if you don’t have this experience but are the right candidate for the job)
      * Attend supervision every month with your Line Manager (Senior Practitioner level) bringing items for the agenda such as youth work practice challenges as well as practical and decision-making issues
      * Attend Trans Youth Workers Reflective Group every month to support your ongoing learning of youth work practice and theory
      * Carry out evaluation of our work with young people guided by the Senior Practitioners and the Head of Youth and Families
      * Guide and work as part of a team with Sessional Workers and Volunteers
      * Work within the framework and key aims of Gendered Intelligence and specifically the GI Youth and Families Service objectives and ethos
      * Liaise with the Volunteer Coordinator to support volunteers who make contributions in your sessions

**Communications and Meetings**

* + - * Attend Youth Service Meetings every three months (with all Youth Service Staff and Volunteers) in London to share practice and discuss issues within your youth groups and area of service
      * Attend Cross Service Meetings every month, presenting updates and challenges on your work to your colleagues, supporting each other and collaborating on upcoming work or projects
      * Attend Staff Notices every month by GI Senior Leadership Team to keep up to date with GI news and connect across departments
      * Attend or watch 4 Weekly Announcement Meetings (WAM) to keep up to date with news within the Youth and Families Service and communicate with Senior Practitioners and the Head of Youth and Families
      * Keep up with communications from the youth work team and the wider team at GI on email, as well as developing your own professional relationships with young people and external agencies and maintain those relationships in an appropriate and timely way on email, Zoom or phone where necessary

**Venue and Trip management**

* + - * Work with the Senior Practitioners and the Head of Youth and Families to develop an ongoing relationship with the venue managers and other staff at the youth group venue, making clear roles and service level partnership expectations
      * Work with the Senior Practitioners and the Head of Youth and Families to develop an ongoing risk assessment for your venue and the groups' well-being and ensure your team are aware of this
      * Work as a youth worker each summer on our annual camping trip and other

residential trips (including Trans Pride Brighton)

* + - * In consultation with the Senior Practitioners, plan, risk assess and lead any proposed trips and/or extra sessions with your youth group, supported by a team of Sessional Youth Workers and Volunteers
      * In consultation with the Senior Practitioners, plan, risk assess and attend your local Pride Event, including Black Pride, Leeds Pride and virtual pride events, each year (subject to covid restrictions) with your youth group, supported by a team of Sessional Youth Workers and Volunteers

**General Requirements**

* + - * Attend mandatory safeguarding training and refresher sessions, as well as other relevant staff development and learning programmes (in person in London/online) and observe and implement the safeguarding policy
      * All staff are required to work within Gendered Intelligence’s policies, ensuring these are carried out in relation to the job at all times, in particular:
        + Take responsibility for the health and safety of self and others, as per the Health & Safety at Work Act 1974
        + 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.
      * Work closely as part of a team with Gendered Intelligence staff and volunteers.
      * All staff may be asked to undertake other duties and responsibilities as appropriate, as determined by the Senior Practitioners / Head of Youth and Families / Director of Youth & Communities Department.

1. **Person Specification: Coordinator**

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| **Essential/ Strongly Desired** (contact us if you have any questions about the following points and aren’t sure whether you should apply or not) |
| **Experience** |
| Relevant experience and qualifications in youth work provision and delivery in LGBT voluntary sector and/or mainstream services.  *This could include an NVQ level 3, certificate level 4, or degree in youth work youth & community work, play work, health and social care, mental health, education, community arts etc. It could also include significant experience working in youth work settings and being in charge of young people’s spaces even if you don’t have a formal qualification.* |
| Experience of facilitating groups of young people both in workshops and more informal ‘free-time’ style spaces |
| Experience working in a team and affectively managing relationships, teamwork, shared responsibility, conflict and other team issues |
| In-depth experience of working with vulnerable young people, including supporting with wellbeing and mental ill health issues |
| **Knowledge** |
| An understanding of the issues facing young trans people and the impact that can have on them |
| An awareness of current legislation (for example Children’s Act 1989 and 2004) and safeguarding procedures relating to children and young people and how that relates to this role of coordinator |
| Clear understanding of the nature of confidentiality and boundary issues and the need for strict adherence to our confidentiality policy |
| **Skills** |
| Good sensitivity and interpersonal skills with a range of different people, including young people, parents and carers and other professionals |
| A good level of IT skills to undertake own administrative tasks, using MS Office and SharePoint; inputting data into our database; and facilitating group meetings online (currently via Zoom). |
| Highly organized and self-motivated with an ability to prioritise varied workload |
| To be able to observe a situation with a young person, reflect and evaluate in the moment and be able to put appropriate response into action |
| **Abilities** |
| Clear and accurate written communication for a range of purposes, descriptions of events / sessions, and reflections on practice. |
| Ability to demonstrate strict adherence to organisational policies and procedures, including equal opportunities and the implications of working with difference and diversity in a similar setting to Gendered Intelligence |
| The ability to work autonomously and to manage risk effectively, and to refer to the Senior Practitioners, Head of Youth and Families and Director of Youth & Community Department when needed |
| **Desirable** |
| Experience of working within a trans youth group setting specifically |
| Educated to level 3, graduate or post graduate level in youth and community work |
| Experience of line managing people, in a small team of workers and/ or volunteers on a project |

**6. Our youth groups**

We run youth groups and community spaces for trans, non-binary and gender questioning young people between 8 – 30 years old. Our groups are for different ages and demographics, and we have some spaces for young people of all ages to come together. Prior to March 2020, all our groups were held in-person; we rapidly developed expertise during the pandemic to run safe and engaging youth work spaces which enabled us to reach many individuals who were isolated. We welcome the return to face-to-face meetings, but plan to learn from the last 2 years and offer a combination of online and face-to-face groups going forward. The groups below are intended to be in-person, subject to compliance with current covid restrictions, unless noted otherwise.

Leeds:

* Monthly 13-21 year olds (online)
* Quarterly Community Saturday group or trip 11-25 year olds

London:

* Under 12s
* 11-15s
* 16-20s
* Peer Led 18-30
* Community Saturday for 11-25s
* Swimming

TPOC Youth Service:

* TPOCalypse 13-17 year olds
* TPOCalypse 16-25 year olds
* TPOC Peer Led 18-30 year olds (online)

Online:

* Under 12s Group
* 11-15s
* 16-20s
* Peer Led 18-30
* Transitions 16-30 year olds
* Youth Board 8-30 year olds
* Transfemme 13-25 year olds
* Nature Connections 14-25 year olds

**7. Dates set for 2022**

The dates below are key dates in our 2022 Youth Work calendar. You will be expected to work at a number of these events (including one camp) as agreed with your line manager:

* 16th July Trans Pride Brighton 2022
* 4th June – staff prep day for unders/overs camp
* 25th June – young people’s prep day overs camp
* 2nd July - young people’s prep day unders camp
* 22nd-25th July – over 16’s camp
* 12th-15th August – under 18’s camp
* 10th September – camp evaluation day
* UK Black Pride TBC June 2022
* Leeds Pride - 7th August 202

## 8. 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 face-to-face working. This role will be predominantly based in youth work venues, with some time working remotely, dealing with emails, and also physical attendance at staff meetings.

**Hours of work.** GI’s working week is 35 hours. Exact working pattern will be negotiated with the successful postholder, dependent on which groups they are supporting.

**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.

NB Negotiations in relation to the April 2021 increase are still on-going. Once finalised, any agreed increase will be backdated to the start of this contract.

**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.