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**Sessional Youth Workers – Youth Service (6 posts)**

As a Sessional Youth Worker at GI, you will be working in youth groups for young trans 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 for up to six individuals who are passionate about providing safer, empowering, positive spaces for young trans people; and who 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.

As part of our commitment to increasing diversity, we have included a Diversity 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 and race 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. In addition:

* For the two roles which will support POC groups in London and Leeds, the applicants need to be Black, Asian or otherwise of the global majority, including mixed race/ mixed heritage.
* For the role which will support the TransFemme group, the applicants need to identify on the trans-feminine spectrum.

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 **23rd and 24th February**. If you are not available on either of these days 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 Co-ordinator position which is 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 | 24 hours per month (approx. 0.15FTE) minimum (dependent on groups)  Option to also apply to be a Mentor for an additional 14-28 hours per month. |
| Contract | Permanent |
| Salary | Band 4, Spinal Points 15 – 20  £23,541-£25,990 + £3,000 London Weighting where applicable, pro rata per annum (equivalent to £12.93 - £15.93 per hour) |
| Line Manager | Youth Work Coordinator |
| Location | London predominantly, with some work in Leeds or online depending on youth groups and trips |

**Overview**

As a Sessional Youth Worker 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 and 5 Coordinators.

The Sessional Youth Worker role will involve a range of activities including supporting young people to engage in activities, passing on safeguarding concerns and working with guests and visitors. At least one Sessional Youth Workers is present at every Youth Group session, bringing their expertise to provide hands-on support to the Coordinator, who has responsibility for running the 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: Sessional Youth Worker**

As part of this role you will be expected to:

**Youth Group Work**

* + - * Support the delivery of sessions for young trans and gender exploring people, in conjunction with the Coordinator of each session**.**

This work includes:

* Attending and contributing to the briefing and debrief session with your youth work team, including reflection and evaluation of the group activities and the young people’s wellbeing
* Responding to safeguarding situations in sessions, and liaising with the Coordinator / Designated Safeguarding Lead on this, adhering to GI’s Safeguarding Policy and procedures within your role
* Working as part of a team with Coordinators, other Sessional Youth Workers and Volunteers to run youth group sessions
* Working within the framework and key aims of Gendered Intelligence and specifically the GI Youth and Families Service objectives and ethos
* Supporting volunteers who make contributions in your sessions

The core Sessional Worker role (24 hrs per month) involves a commitment to 3 groups. Depending on skills and experience, extra regular hours may be available to support additional groups.

On an occasional basis you may be asked to cover the Coordinator role in your group, with agreement of the Senior Practitioners and with adequate support.

**Meetings and Communication**

* + - * Attend regular Youth Service Meetings (with all Youth Service Staff and Volunteers) in London to share and reflect on practice and discuss issues within your youth groups and area of service
      * Attend or watch regular Announcement Meetings as required by the Head of Youth and Families.
      * Attend Staff Notices to keep up to date with GI news (online) or mandatory trainings (online) every month
      * Keep up with communications from the youth work team and the wider team at GI on email, as well as develop 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

**Responsibility on Trips and Residentials**

* + - * Work as a youth worker on our annual camping trip each year
      * Work as a youth worker on residential trips (including Trans Pride Brighton)
      * Attend any proposed trips and/or extra sessions with your youth group, led by Coordinators and supported by Volunteers
      * Attend your local Pride Event, including Black Pride, Leeds Pride and virtual pride events, each year with your youth group, led by Coordinators and supported by Volunteers

**Support in your role**

* + - * Attend and engage with the supervision process for your development and support, including: 1:1 supervision every month with your Line Manager (Coordinator level) bringing items for the agenda such as youth work practice challenges as well as practical and decision-making issues
      * Participate in Sessional Youth Worker group supervision every three months
      * Attend Trans Youth Workers Reflective Group to support your ongoing learning in youth work practice and theory

**Optional Duties and Responsibilities: Mentoring**

Training is provided and once completed, there is the potential to add 14-28 hours to monthly contracted hours. Mentoring hours are based on allocation of mentors to potential mentees, and as a number of factors can impact on this pairing (e.g. location, identity), hours can be variable and are not guaranteed.

**Once trained and allocated a placement, mentors would:**

* + - * Mentor 1 or more young trans people in an educational setting, including working with the team around the child at the educational institution to achieve the best outcomes for the young person
      * Work towards the goals set by the young person and the Senior Mentoring Practitioner in their Capturing Your Journey assessment process and report back to the Senior Mentoring Practitioner and the educational institution on progress made.
      * Work with the young person to increase their well-being, sense of isolation, pride in their identity and their resilience.
      * Work within our safeguarding, confidentiality and best practice guidelines to ensure safety of yourself, young person and GI when carrying out mentoring.
      * Update the GI database (Lamplight) with session notes and a report per mentee in accordance with the way of working in the Trans Mentoring area of service at GI

Mentoring hours are paid at Band 5 (Salary Points 20-25: £25,990 – £29,576 plus £3,000 London Weighting per annum pro rata) due to the additional skillset required and the responsibility of 1:1 working.

**General Requirements**

* Attend mandatory safeguarding training and refresher sessions, as well as other relevant staff development and learning programmes
* 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: Sessional Youth Worker**

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| **Essential/ Strongly Desired** (please contact us if you have any questions about the following points and aren’t sure whether you should apply) |
| **Experience** |
| Experience of working with vulnerable young people in a youth work, group or 1:1 setting.  *This could include experience volunteering in youth work settings.* |
| **Knowledge** |
| An understanding of the issues facing young trans people and the impact these 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 sessional youth worker |
| Clear understanding of the nature of confidentiality and boundary issues and the need for strict adherence to our confidentiality policy |
| **Skills** |
| Good interpersonal skills to support young people to engage in group activities and support them to make friends |
| **Abilities** |
| 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 |
| Ability to work alone as well as being part of a small team |
| **Desirable** |
| Relevant experience and/ or qualifications in youth work provision specifically in LGBT voluntary sector and/or mainstream services.  *This could include an NVQ level 2, or level 3.* |
| Experience of facilitating groups of young people both in workshops and more informal ‘free-time’ style spaces |
| Experience of working within a trans youth group setting specifically |

**Additional Person Specification for Mentoring**

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| **Essential/ Strongly Desired** (please contact us if you have any questions about the following points and aren’t sure whether you should apply) |
| **Knowledge** |
| Some understanding of how education settings work and what support young people might be able to access in school/ college/ university |
| **Skills** |
| Good written communication skills in order to respond to emails from external professionals, write reports and complete case studies |
| **Abilities** |
| Tact, sensitivity, and a diplomatic manner with a range of different stakeholders including young people, parents and carers, and professionals |
| **Desirable** |
| Experience mentoring young people/ children within an educational setting |

1. **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

1. **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

## 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.