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## Social Justice (Policy & Campaigns) Officer

**Thank you for your interest in working with Gendered Intelligence (GI)**

We are looking for an experienced community organiser with experience of mobilising individuals through group work.

The successful candidate will have:

* in-depth interpersonal skills
* the ability to recruit, manage and support a sizeable cohort of volunteer campaigners
* the ability to work autonomously
* be an excellent self-organiser and communicator

GI are UK leaders around trans inclusion and the postholder will have an integral role in the development of the organisation’s emerging policy work over the coming years, helping to steer GI’s position.

Whilst the majority of staff are trans[[1]](#footnote-1)-identified, we welcome cis allies at all levels, and have a number of cis people working for us.

This pack contains information to help you decide if you would like this job; and tells you what to do if you decide you want to apply.

## Want to learn more before applying?

We hope this recruitment pack will provide all the information you need to decide if you want to apply for this job. But we’re aware that people may have different needs or additional queries, and we want to support all potential applicants.

Option 1: You can contact Cara English, Head of Public Engagement ([cara.english@genderedintelligence.co.uk](mailto:cara.english@genderedintelligence.co.uk)). Please note Cara will be line-managing the postholder and Chairing the interview Panel.

Option 2: Contact [recruitment@genderedintelligence.co.uk](mailto:recruitment@genderedintelligence.co.uk) for anonymous support. As well as responding to any general queries about the process, we are offering a limited number of 10 minute slots to support applicants with their applications. These 1:1 online sessions will take place on **Wednesday June 8th from 12-1pm** 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 the process, or about how to complete the application form or what to include on it.

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 and/or people of colour to apply for a slot. Please email by **12pm on Tuesday June 7th** if you would like to take advantage of this offer.

You are welcome to use both the options above.

**What is in this pack:**

1. Diversity information
2. Recruitment process and timeline
3. Organisational context
4. Role overview
5. GI Ethos and approach
6. Job description
7. Person specification
8. Additional information

Separate documents:

1. Application form
2. Diversity Monitoring Form

# Diversity Information

Gendered Intelligence aims to create a positive working environment for all staff, and is working towards a more diverse workforce. We have a Diversity Working Group and are actively engaged in a programme of organisational development, reviewing policies, practices and working culture in order to improve our environment and enable colleagues to work effectively and supportively together.

We welcome applications from people of diverse backgrounds, abilities and gender identities. For this role we are actively encouraging applications from trans people and, in particular, welcome 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.

# Recruitment Process & Timeline

Please read the background and overview information about the role, as well as the job description and the 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 Monday 20th June**

Shortlisted applicants will be informed by: **Wednesday 23rd June**

Interviews are expected to take place on **Thursday 30th June.** If you are not available on this day please let us know this when you apply.

All job offers are made subject to references.

# Organisational context

## 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 (PES)**  
  Work with professionals and organisations to develop trans inclusivity in workplaces and services
* **Youth and Communities Services (YCS)**  
  Services and projects that work with young trans people and trans adults - including non binary, gender diverse and gender questioning people - to support well-being and enable our community to thrive
* **Public Engagement and Central Support Services (PECSS)**  
  Work with public policy and decision makers, the media, researchers and academics as well as the general public and major institutions to raise awareness; All internal support functions such as finance, HR, office management and IT

## The Team

## GI’s policy work is delivered by the Public Engagement team, which currently sits within the PECSS Department.

## Our Public Engagement work strives to influence legislation, policy and practice at a national level. Our Public Engagement team work with public policy and decision makers, the media, researchers and academics as well as the general public and major institutions to raise awareness of gender diversity and to improve the lives of trans people. This is sensitive work and we avoid being drawn into unhelpful/toxic conversations in the media or social media. We prefer to take a non-judgemental approach and focus our work on guiding thinking to improve knowledge and understanding. In addition to the work that we do with politicians and the media, we foster community led activism. This work enables us to increase campaigning skills among grassroots trans activists who campaign for trans voices to be heard. We provide our activist members with training, advice and support.

## Our Public Engagement work is divided into 3 main areas:

## • Effecting public policy and Influencing decision makers

## • Responding to and influencing audiences via Media/

## • social media

## Carrying out and/or participating in research

## To find out more, visit www.genderedintelligence.co.uk

# Role Overview

*This section gives detailed additional information about the role to help you decide if it’s likely to be a role you’ll enjoy and that you will be a good fit for.*

This is an exciting new role for Gendered Intelligence, funded by Trust for London through their Stronger Voices grant.

The role involves two interlinked strands of work:

**Mobilising**

The Social Justice Officer will recruit, then provide training and support to 2 cohorts of 20 campaigners over 2 years (a total of 40 people), who will advocate for social change for the betterment of trans people.

Our social justice campaigners will be a diverse range of trans Londoners who have encountered systemic inequalities (across the three main themes, below) and want to speak up for their communities. They will gain skills in campaigning and community organising.

**Policy work**

The Social Justice Officer will create campaigns for social change and influence policy based on the needs of our Social Justice Campaigners. This area of work involves effecting policies where more positive outcomes for trans people can be reached, including forming and submitting robust responses to consultations which touch on the three main themes (below) that will be addressed. The postholder will create guidance and briefings for parliamentarians. Where relevant, they will attend meetings with policymakers and decisionmakers external to GI with regards to policy and public affairs.

This diverse and challenging role requires someone with the ability to work autonomously to help enact policy change needed within the UK in order to better trans people’s lives. The ideal candidate would have a background in organising and/or campaigning for social change by working within the communities that are directly affected. They will also bring experience of community organising and mobilising individuals through group work. They will have in-depth interpersonal skills and the ability to recruit, manage and support a sizeable cohort of volunteer campaigners.

The SJO will work directly with a wide range of people including the CEO, Heads of Service, other staff, volunteers, clients and other stakeholders.

The three main themes the role will work across are:

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|  | **Low Pay** | **Welfare** | **Housing** |
| **The issues** | Trans people experience discrimination at work and can be treated with disrespect. | The welfare system is bureaucratic and not trans inclusive. Staff knowledge about trans claimants can be much improved. | The high cost of housing impacts trans people on low incomes. Trans people can feel unsafe in certain neighbourhoods. Trans people are affected by homelessness. |
| **Mobilising**  Led by the Social Justice Officer but informed by their own experiences, our Social Justice Campaigners will: | Work with employers to improve employment practices. Campaigners will be supported to advocate for better pay, and address exploitation and job insecurity, including by meeting with their MPs. | Work to improve trans-inclusive practice within the welfare system. They will focus on influencing decision-makers including meeting with their MPs. In addition, they will work towards the implementation of trans-inclusive practices in the Welfare system. | Advocate for affordable housing and consider how trans people are affected by the cost of housing and homelessness. They will work with tenancy associations to influence issues around housing, as well as meeting with their MPs. |
| **Policy**  The Social Justice Officer will: | Work collaboratively and in coalition with others working in this field and, with a particular view on trans people, help build consensus on the issues of low pay and workplace discrimination. The SJO will actively seek out and respond to calls for evidence around these issues. | Research the welfare system and its interaction with trans people, working to fill in gaps of knowledge. They will respond to any applicable consultation with government bodies, as well as seeking avenues of change. | Grow our organisational understanding of housing inequality and its impact on trans people. Working with a wide coalition of relevant organisations and allies, they will bring about wider understanding of trans people’s intersecting and interactions with the sector, and work towards positive policy change. |
| Work with the Head of Public Engagement to ensure all policy nudges and asks on low pay, welfare and housing are carried forward in our wider policy work, including our work with parliamentarians | | |

**Working practices and expectations**

Outside of our in-person events, sessions and services, the majority of GI staff work remotely and flexibly and email is currently the main form of communication. The Public Engagement team meet mostly via video conferencing. There is an expectation that the role holder will need to deliver London based activities in person to support the cohorts of campaigners.

At GI we pride ourselves on the support staff get to do their role. We understand that the work we do at GI has a strong emotional and personal element to it. Each staff member also receives consistent and concentrated time with line managers, and extra time where needed, as well as dedicated planning, preparation and wind down time with peers and teams. You will get an individualised learning development and well-being plan suited to your individual needs, which you work on with our dedicated Learning Development and Well-Being Co-ordinator. We also have understanding of the various demands on trans workers and have a certain amount of flexibility to accommodate any disadvantages you may experience in the world due to transphobia. All of this is in place so that you can do the best job possible in your role.

For the right person, this role will offer considerable developmental opportunities alongside the growth of GI.

We are particularly interested in people who have the skills to support activists in the trans movement, to equip and empower them whilst holding professional boundaries and practicalities.

# GI Ethos and Approach

GI places people at the heart of our organisation.

We continually strive to improve everything we do, including the support we offer to staff and the services we deliver to trans people and to all other types of clients. We think carefully about the ethical aspects of our work, how we practice and who we partner with.

This links in with our organisational values: ‘The 3 P’s’ – Positivity, Passion and Professionalism. We intend that all staff engage with these ‘3P’ concepts when approaching their work at GI. For the Social Justice Officer role , we wish to centre our thinking around how we can empower and develop members of our trans communities. Also a consideration as to how we can look positively at creating outcomes within sometimes very difficult situations. When it comes to the passion, caring passionately about the well-being and empowerment of the trans community has been at the heart of GI since our inception. You will bring your own passion for this work and to the role, which will be highly valued at GI. The role will involve professionalism in many areas: working in the Public Engagement team in a collegiate manner, networking and engaging with other organisations in the LGBT+ voluntary sector and trans movement, supporting our campaigners to succeed in their own terms. We see our 3P’s as equally important and balanced in the people we employ and work that we carry out.

# Job description

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| **Post** | **Social Justice (Policy & Campaigns) Officer (SJO)** |
| Status | Full time (35 hours a week) |
| Contract type | Fixed term for 2 years from contract commencement; externally funded |
| Salary | £30,094 - £33,485 (+ £3,000 London weighting where applicable). This is a Senior Practitioner role sitting within GI’s Band 5 (Spinal points 25-29) |
| Line Manager | Head of Public Engagement |
| Location | The GI office is near Kings Cross.  We are open to discussions about flexible working practices, but the expectation is that this role will have some office presence (1-2 days per week) with the flexibility to attend in person meetings/ deliver services on different days as required. |

**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.

* Recruit a cohort of volunteer Social Justice Campaigners with lived experience of the issues, maintaining and strengthening these relationships for the duration of the role
* Put in place a programme of training to support the learning needs of our Social Justice Campaigners, liaising with external providers where necessary. These include but are not limited to: community organising, campaigning, working with local authorities, trans awareness training, fundraising, media and communications training.
* Implement a peer support structure for our Social Justice Campaigners
* Design and implement an evaluation framework for the project – collecting and collating data, for the purposes of monitoring and evaluation of the project in accordance with our funding needs.
* Work with the Head of Public Engagement, to further develop the strategy of policy engagement, in particular around the three themes stated above
* Operate at a local London-based and national government level to influence decision makers and campaign for better inclusion of trans people
* Engage with other policy-focussed organisations that are campaigning and advocating for equality across low pay, workplace discrimination, housing inequality and welfare reform
* Work with the Public Engagement team and independently, respond to governmental and external consultation pieces
* Attend external meetings with policymakers, decisionmakers, parliamentarians and other officials
* Represent Gendered Intelligence externally and to present on our policy work as required, including internally at GI
* Work with the Head of Public Engagement to build on potential future strands of research work, building an ‘evidence of need’ based on gaps within current research that GI would be well placed to fill

**General Requirements**

* To bring GI’s “3P’s” to your work – Professionalism, Positivity and Passion, and to take a non-judgmental approach to everyone you work with external and internal to GI.
* To reflect the wider values of the organisation such as being open to an ethos of collaboration and working together, to recognise the positive aspects of trans lives and to stand up for trans people, especially young trans people.
* To take care of the health and safety of yourself and others who may be affected by your actions at work, at all times; to operate within the Company’s Health and Safety policy; and to participate in health and safety processes (for example risk assessment) when necessary.
* To follow all relevant GI policies, ensuring these are carried out in practice in relation to the job; in particular to behave in accordance with Gendered Intelligence’s Codes of Conduct and Equal Opportunities Policy as well as our Safeguarding Policy and Procedures.

All staff may be asked to undertake other duties and responsibilities appropriate, as determined by the CEO, on an occasional basis.

# Person Specification

Please address each point in the person specification in turn, providing examples for each one. You are welcome to evidence the experience and qualities required using examples outside of paid work.

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| **ESSENTIAL** |
| **Abilities** |
| Strong levels of proficiency with group work and interpersonal skills |
| Ability to motivate and inspire others |
| Tact, sensitivity and a diplomatic manner with a range of different stakeholders |
| Ability to multi-task, work quickly and accurately, be proactive and remain calm and efficient under reasonable pressure |
| Ability to work alone as well as being part of a small team |
| Well organised and self-motivated with an ability to prioritise a varied workload |
| Professional in all manners - reliable and punctual, practical and focused, willingness to do what it takes to get a job done |
| **Skills** |
| Project management skills |
| Building training programmes and peer support packages |
| Researching and analysing topics related to marginalised communities |
| Excellent verbal communication |
| Strong written communication skills, with proven experience of drafting high quality reports and briefings. |
| Good working knowledge of Microsoft Office including Word, Excel, PowerPoint; video conferencing (Teams and/ or Zoom) |
| **Knowledge** |
| An in-depth understanding of trans identities, communities and gender diversity |
| Proficient understanding of the UK public policy process, including the political and parliamentary system. |
| **Desirable** |
| Lived experience of poverty, unemployment, housing inequality and/or difficulties with engaging with the welfare system |
| Experience of working or volunteering in an LGBTQ setting |
| Good working knowledge of creating graphic material |

# 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 but we are exploring what working practices will look like over the coming months, as it becomes 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 some office presence with the flexibility to attend physical meetings on different days as required.

**Hours of work.** GI’s working week is 35 hours; our offices are open from 9am – 6pm. Exact working pattern will be negotiated with the successful postholder, but the expectation is that normal office hours will be covered.

**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.

**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.

1. 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. [↑](#footnote-ref-1)