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### Policy Officer (Trans Learning Partnership)

Thank you for your interest in working with Trans Learning Partnership and Gendered Intelligence (GI)

The Trans Learning Partnership is a partnership (held and brokered by Spectra) between four LGBT organisations working in the UK, and this Policy Officer role will help inform their future work, as well as working on the here and now for the community. 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 both GI’s and the Trans Learning Partnership’s positions.

This role will be split-managed between both the TLP and GI, but recruitment and onboarding will be going through GI. As such, this recruitment pack will be in GI’s format. Whilst the majority of staff at GI 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 (*Gendered Intelligence*) ([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, in tandem with Ben Vincent.

**Option 2:** You can contact Ben Vincent, Research Coordinator (*Trans Learning Partnership*) (<Ben.Vincent@spectra-london.org.uk>). Please note Ben will be line-managing the postholder and Chairing the interview Panel, in tandem with Cara English.

**Option 3:** Contact [recruitment@genderedintelligence.co.uk](mailto:recruitment@genderedintelligence.co.uk) for anonymous support. We can respond to any general queries about the process.

You are welcome to use both the options above.

## What is in this pack:

* Diversity information
* Recruitment process and timeline
* Organisational context
* Role overview
* GI Ethos and approach
* Job description
* Person specification
* Additional information

## Separate documents:

* Application form
* 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 Wednesday 20th July**

Shortlisted applicants will be informed by: **Friday 22nd July** (subject to change)

Interviews are expected to take place on **Friday 29th July** (subject to change). If you are not available on this day please let us know this when you apply. Interviews will be taking place remotely.

All job offers are made subject to references.

### Organisational context

## Gendered Intelligence

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

## Spectra and The Trans Learning Partnership (TLP)

Spectra has delivered services to a range of under-served and often marginalised communities since 1996.

In 2019 Spectra brokered a new partnership – the Trans Learning Partnership (TLP). The Trans Learning Partnership is a partnership between trans community members, organisations that offer peer-delivered services to trans people, and academic researchers. Placing the community at the centre of its model and utilising inclusive and participatory approaches, the TLP aims to make research and service monitoring data work effectively for trans people.

Since then, the TLP have developed a clear vision and work programme, and initialised data sharing between partner organisations, implemented an initial monitoring, verification, and evaluation (MVE) platform, and carried out a survey of service users.

*The TLP is comprised of Spectra, Gendered Intelligence, Mermaids, and LGBT Foundation, plus 4 community representatives, and 2 academics.*

*All resources, software, and equipment required for the role will be provided by Spectra.*

### 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   
  
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.

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.

### 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 | Policy Officer (Trans Learning Partnership) |
| 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, Gendered Intelligence *and* Research Coordinator, Trans Learning Partnership |
| Location | The GI office is near Kings Cross.  We are expecting the role to be mostly remote (home-based), with exceptional travel to Manchester and London every few months where possible. |

### 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.

### The Role

This exciting new position within the TLP requires someone able to work autonomously to help facilitate policy changes in the UK that will benefit trans people. This includes maintaining awareness of relevant consultations and calls for evidence, and drafting and submitting responses on behalf of the TLP. The post holder will have excellent experience of a diversity of trans communities, and a detailed understanding of how, where, and why trans inequalities can be experienced.

The post holder will also play a vital role in disseminating and deploying TLP outputs. You will strategize around how to connect with and influence policymakers, and use your experience to feed into the TLP’s research agendas, such that research outputs offer clear evidence that can be deployed in pursuit of specific goals.

The ideal candidate will be self-motivated, diplomatic, and skilled at making potentially complex ideas accessible. The role may involve liaising with policy officers within the TLP’s constituent partner organisations and other external stakeholders as part of formulating an original, well-informed policy agenda for the TLP.

### Responsibilities and accountabilities include:

* Engage with professionals working in the public sector to identify barriers they face in implementing trans equality and inclusion and recommend evidence-based solutions.
* Lead on the development of a policy strategy for the TLP, working with the Research Coordinator
* Create timely and well-evidenced responses to public consultations and calls for evidence with specific relevance to trans people
* Cross-organisational collaboration and network-building
* Identifying contexts in which strategic deployment of TLP outputs would best serve the interests of trans communities
* Strategic dissemination of TLP outputs, including aspects of management of TLP social media presence
* Working independently and with other members of the TLP team to produce an effective policy remit from TLP research activity
* Assisting, where reasonable, with the production of research outputs in conjunction with other TLP staff

This is an outline role description and may be subject to change in consultation with the post holder.

### 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.

## PERSON SPECIFICATION

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| ESSENTIAL |
| Qualifications and experience |
| Educated to Postgraduate degree level (i.e., Master’s degree or higher) |
| Experience of drafting high-quality reports, briefings, and/or recommendations. |
| Experience with trans (including non-binary) community networks |
| Knowledge |
| Proficient understanding of the UK public policy process, including the political and parliamentary system. |
| In-depth understanding of central trans equality contestations (healthcare, legal processes, protections, etc.) |
| Knowledge of project planning and management |
| Skills and Abilities |
| Excellent verbal and written communication |
| Excellent soft skills – i.e., ability to engage diplomatically with different stakeholders, collaborative attitude, empathetic, etc. |
| Highly organized and self-motivated with an ability to prioritise varied workload |
| Detailed knowledge of Microsoft Office including Word, Excel, PowerPoint |
| Ability to work alone as well as being part of a small team |
| Creative vision, the ability to create a strategic direction and defend this in relation to community priorities and evidence |
| Ability to forge sustainable relationships with organisations and policymakers |
| Attitudes |
| Committed to an intersectional, anti-oppression model of social justice |
| A willingness to learn |
| A solution focused ‘can do’ approach |
| A non-judgemental, positive attitude |
| DESIRABLE |
| Specific experience delivering policy-focused work |
| Experience with information sharing platforms and project management software, e.g., Google Drive, Jira |
| A solution focused ‘can do’ approach |
| A non-judgemental, positive attitude |

### 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. It is expected this role will continue to be remote into the future.  
  
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.

NB The negotiations for the period April 2022 – March 2023 are ongoing. Once agreed is reached, any applicable rise will be backdated to the employment start date.

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)