

Trans Youth Work

Gendered Intelligence is recruiting! We are looking for a range of trans, non-binary and gender questioning youth workers to form part of our growing trans youth work team.

There are two positions that we are looking for across a range of our monthly youth groups in London, Bristol and Leeds. These are a Lead Youth Worker (LYW) and an Assistant Youth Worker (AYW). We encourage people to apply for more than one group and in some cases you may be assigned Lead worker for one group and Assistant for another.

We are looking for a diverse team with appropriate experience, from wide range of backgrounds, identities and who are able to work in the areas of London, Leeds and Bristol.

Please ensure that you are available for the interview date below and the other dates to work in groups that have been pre-set.

Please complete the application form that comes with this pack.

Deadline for submissions is 29th March 2018 at 5pm.

Interviews will take place on: 27th April 2018, you will need to be available all day

All successful applicants will be subject to a DBS check.

We are looking for a **Lead Youth Worker** and an **Assistant Youth Worker** for the following groups, all our groups are for trans, non-binary and gender questioning young people:

- **West Yorkshire group (in Leeds) for 13-21 year olds**
- **West Yorkshire Community Saturdays for 11- 25 year olds (these run 4 times a year in Bradford or as a trip)**
- **Bristol Group for 11- 21 year olds**
- **Bristol Community Saturdays for 11- 25 year olds (these run 4 times a year in Bristol or as a trip)**
- **London group for 11-15 year olds**
- **COLOURS - London group for 13-24 year old people of colour**
Please note for this group our youth worker must identify as a person of colour
- **London group for 16-20 year olds**
- **London Community Saturdays group for 11-24 year olds**

We are looking for an **Assistant Youth Worker** only for the following groups:

- **London group for 8-11 year olds**



gendered intelligence
increasing understandings of gender diversity

**Gendered Intelligence
Job description
Lead Youth Worker (LYW)**

Post	Lead Youth Worker (LYW)
Status	Part time (10hrs per month)
Contract type	Fixed term (annual)
Salary	£25,000 (plus £3000 London weighting where relevant amounting to £28,000) pro rata
Line Manager	Trans Youth Work Lead
Location	London, Bristol or Leeds/ Bradford
Other working relationships	young people, sessional youth workers, volunteers supporting the project, GI team members, CEO, clients from other services, visiting guests/ speakers, parents, carers or key workers of young people

The role

This diverse and challenging role requires someone who is passionate about youth work in trans communities. Under the management of the Trans Youth Work Lead, you will identify and meet the needs of young trans and gender questioning people to deliver a programme of youth work activities ensuring that all work is conducted in a safe environment. Working as part of a team you will deliver a scheme of work that reflects the needs of the group in relation to information and knowledge sharing as well as peer support surrounding topics that affect our communities, as well as adhering to national remits of youth work practice and provision.

This role means that you will be the lead worker in one or more of our youth group spaces.

Main Duties and Responsibilities

As part of this role you will be expected to:

- adequately plan for and deliver sessions for young trans and gender questioning people, including preparing resources and a comprehensive session plan for each session under the direction of the Trans Youth Work Lead
- be responsible for safeguarding in sessions, adhering to GI's Safeguarding Policy and procedures - ensuring that secondary workers and volunteers are also aware of their safeguarding requirements
- greet each new young person at your group and ensure they are inducted properly to GI following the guidance from the Trans Youth Work Lead
- run a briefing and debrief session, including reflection and evaluation of the group activities and the young members with your youth work team for every session

- complete and upload a group register, session summary and new membership forms each month onto our database system, with specific requirements for young people who are under 18
- issue travel bursaries, purchase refreshments, receive receipts and record all items regularly through our petty cash system
- 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 service objectives and ethos
- support volunteers who make contributions in your sessions
- work with the Youth Work Lead 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 Youth Work Lead to develop an ongoing risk assessment for your venue and the groups' well-being and ensure your team are aware of this
- attend supervision monthly with the Youth Work Lead, bringing items for the agenda such as youth work practice issues as well as practical and decision-making issues
- attend quarterly team meetings to share practice and discuss issues across the Trans Youth Work Area of Service
- work as a youth worker on our annual summer camp residential trips, and possibly other residential trips in the future
- in consultation with the Youth Work Lead, plan, risk assess and attend any proposed trips and/or extra sessions with your youth group, supported by a team of workers and volunteers
- in consultation with the Youth Work Lead, plan, risk assess and attend your local Pride Event each year with your youth group, supported by a team of workers and volunteers
- in consultation with the Youth Work Lead, plan, risk assess and attend Trans Pride Brighton each year with your youth group, supported by a team of workers and volunteers

General Requirements

- Attend mandatory safe guarding training and refresher sessions, as well as other relevant staff development and learning programmes
- Under the Health & Safety at Work Act 1974 and associated guidance, it is the duty of all staff while at work to take adequate care for the health and safety of themselves and of other persons who may be affected by their acts or omissions
- The post holder is required to implement Gendered Intelligence's Equal Opportunities Policy and ensure Equal Opportunities principles are incorporated into the planning, delivery and monitoring of services
- All staff are required to work within Gendered Intelligence's policies, including our safeguarding policy, ensuring these are carried out in relation to the job
- To work closely as part of a team with Gendered Intelligence staff and volunteers.
- To work effectively under pressure, with and at times, without supervision
- Take responsibility for the health and safety of self and others at all times
- Participate in health and safety processes (for example risk assessment) when necessary

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

Person Specification

Essential
Relevant experience and qualifications in youth work provision and delivery in LGBT voluntary sector and/or mainstream services. This could include a degree in youth work, health and social care, mental health, education, community arts
Significant experience of facilitating groups of young people (through work experience and/or education)
Experience working in a team and affectively managing relationships, teamwork, shared responsibility, conflict and other team issues
An understanding of the issues facing young trans people
In-depth experience of working with vulnerable young people
An awareness of current legislation and safeguarding procedures relating to children and young people
Clear understanding of the nature of confidentiality and boundary issues and the need for strict adherence to our confidentiality policy
Good verbal and written communication skills
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
Current understanding of the Children’s Act 1989, Children’s Act 2004 and the Children & Young Person’s Act 2008 and how they apply to the role
The ability to work autonomously and to manage risk effectively, and to refer to the Trans Youth Work Led and CEO when needed
A good level of IT skills to undertake own administrative tasks, including MS Office, manage our database – Lamplight
Ability to use monitoring and evaluation systems effectively
Highly organized and self-motivated with an ability to prioritise varied workload
Ability to work alone as well as being part of a small team
Tact, sensitivity and a diplomatic manner with a range of different stakeholders from young people, parents and carers, and professionals
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 a small team of workers and volunteers
Educated to graduate or post graduate level to have included modules or units that explore theories surrounding gender and sexuality



gendered intelligence
increasing understandings of gender diversity

Gendered Intelligence
Job description
Assistant Youth Worker (AYW)

Post	Assistant Youth Worker (AYW)
Status	Part time (64 hours per annum or approx. 5.3 hrs per month)
Contract type	Fixed term (annual)
Salary	£22,000 (plus £3000 London weighting if relevant) pro rata
Line Manager	Trans Youth Work Lead
Location	London, Bristol or Leeds & Bradford
Other working relationships	young people, volunteers supporting the project, GI team members, CEO, clients from other services, parents, carers and key workers of young people

The role

This role requires someone who is passionate about youth work in trans communities. You will work with the Lead youth worker and volunteers to deliver a programme of youth work activities ensuring that all work is conducted in a safe environment. Working as part of a team you will deliver a scheme of work that reflects the needs of the group in relation to information and knowledge sharing as well as peer support surrounding topics that affect our communities, as well as adhering to national remits of youth provision.

This role means that you will be the assistant youth worker in one or more of our youth group spaces.

Main Duties and Responsibilities

As part of this role you will be expected to:

- support the delivery of sessions for young trans and gender questioning people, in conjunction with the lead youth worker
- be responsible for safeguarding in sessions, adhering to GI's Safeguarding Policy and procedures within your role
- attend and contribute to the briefing and debrief session, including reflection and evaluation of the group activities and the young members with your youth work team for every session
- work as part of a team with the lead worker and volunteers
- work within the framework and key aims of Gendered Intelligence and specifically the GI youth service objectives and ethos
- support volunteers who make contributions in your sessions
- attend quarterly team meetings if possible
- attend proposed trips and/or extra sessions with your youth group, supported by the lead youth worker and volunteers

- work as a youth worker on our annual summer camp residential trips, and possibly other residential trips in the future
- attend your local Pride Event each year with your youth group, supported by the lead youth worker and volunteers
- attend Trans Pride Brighton each year with your youth group, supported by the lead youth worker and volunteers

General Requirements

- Attend mandatory safe guarding training and refresher sessions, as well as other relevant staff development and learning programmes
- Under the Health & Safety at Work Act 1974 and associated guidance, it is the duty of all staff while at work to take adequate care for the health and safety of themselves and of other persons who may be affected by their acts or omissions
- The post holder is required to implement Gendered Intelligence’s Equal Opportunities Policy and ensure Equal Opportunities principles are incorporated into the planning, delivery and monitoring of services
- All staff are required to work within Gendered Intelligence’s policies, including our safeguarding policy, ensuring these are carried out in relation to the job
- To work closely as part of a team with Gendered Intelligence staff and volunteers.
- To work effectively under pressure with, and on occasion, without supervision
- Take responsibility for the health and safety of self and others at all times
- Participate in health and safety processes (for example risk assessment) when necessary
- 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.
- All staff may be asked to undertake other duties and responsibilities appropriate, as determined by the CEO, on an occasional basis, as Assistant Youth Worker, there may be occasions where you could be asked to cover the Lead Youth Worker role in your group, with agreement of the Trans Youth Work Lead and with adequate support.

Person Specification

Essential
Relevant experience and qualifications in youth work provision in LGBT voluntary sector and/or mainstream services.
Some experience of facilitating groups of young people (through work experience and/or education)
An understanding of the issues facing young trans people
Experience of working with vulnerable young people
An awareness of current legislation and safeguarding procedures relating to children and young people
Clear understanding of the nature of confidentiality and boundary issues and the need for strict adherence to our confidentiality policy
Good verbal and written communication skills
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
Current understanding of the Children's Act 1989, Children's Act 2004 and the Children & Young Person's Act 2008 and how they apply to the role
The ability to work autonomously and to manage risk effectively, and to refer to the lead youth worker, the Trans Youth Work Lead and CEO when needed
Ability to work alone as well as being part of a small team
Tact, sensitivity and a diplomatic manner with a range of different stakeholders from young people, parents and carers, and professionals
Desirable
Experience of working within a trans youth group setting specifically
Educated to level 2, 3 or above in youth and community work
Experience of working in a small team of workers and volunteers
Education/ interest in theories surrounding gender and sexuality

Here is some more information about the sessions:

West Yorkshire (Leeds) group

The session runs once a month on the **second Tuesday of every month** (except August and December) from 6pm – 8pm, staff time 5.30 – 8.30pm. Sessions take place at 22/23 Blayds Yard, Leeds, West Yorkshire LS1 4AD

West Yorkshire Community Saturdays (Bradford)

The sessions run quarterly across the year on a Saturday in conjunction with our developing parents/carers group. Siblings of young trans people can attend the Community Saturday sessions. Sessions take place at Equity Partnership, Bradford or at other venues, including trips.

Dates are:

May: Saturday 5th May or 26th May 2018 – The young people in this group are currently deciding on whether they want to go on a trip to our Imagining our Futures: Careers, Passions & Interest or Families & fertility session (both in London)

Sept: Date tbc

Dec: Date tbc

This group will also travel to:

- Trans Pride (trip to Brighton) on **Saturday 21st July 2018**

Bristol Group for 11- 21 year olds

The session runs once a month on the **second Monday of every month** (except August and December) from 6.30 pm – 8.30pm, staff time 6 – 9pm. Sessions take place at The Station, Silver Street, Bristol, BS1 2AG

Bristol Community Saturdays

The sessions run quarterly across the year on a Saturday in conjunction with our developing parents/carers group. Siblings of young trans people can attend the Community Saturday sessions. Sessions take place in Bristol and includes trips.

Dates are:

May: Saturday 5th May or 26th May 2018 – The young people in this group are currently deciding on whether they want to go on a trip to our Imagining our Futures: Careers, Passions & Interest or Families & fertility session (both in London)

Sept: Date tbc

Dec: Date tbc

This group will also travel to:

- Trans Pride (trip to Brighton) on **Saturday 21st July 2018**

London group for 8-11 year old trans and gender questioning people

The session runs on the **last Saturday of the month** from 11am – 1pm, staff time 10.15 – 1.45pm (except April, July, August and December). Sessions take place at the Underground Youth Centre in Holloway, Islington, N7 8TQ or other venues/ trips etc.

London group for 11-15 year olds

The session runs once a month on the **2nd Thursday of the month** (except August and December) from 5.30pm -8pm staff time 4 – 8.30pm. Sessions take place at the Underground Youth Centre in Holloway, Islington, N7 8TQ. There are no groups in August and December.

COLOURS - London group for 13-24 year old trans and gender questioning people of colour

The sessions run **quarterly across the year as a regular group, with extra trips and events, as well as an annual residential organised each year.** Sessions are 3 hours long. Sessions take place at Voluntary Action Islington, 200a Pentonville Road, London N1 9JP

Dates are:

Tuesday 12th June 2018

Tuesday 11th September 2018

Tuesday 11th December 2018

London group for 16-20 year olds

The session runs once a month on **the third Tuesday of every month** (except August and December) from 6 – 9pm, staff time 5 – 9.30pm. Sessions take place at the Underground Youth Centre in Holloway, Islington, N7 8TQ.

London Community Saturdays group for 11-24 year olds and siblings

The session runs on the last Saturday of the month (except August and December) in conjunction with our parents/carers session at **2pm-6pm**, staff time 1 – 6.30pm. Sessions take place at the Underground Youth Centre in Holloway, Islington, N7 8TQ, or trips to Prides or other venues.

These sessions run in conjunction with our parents and carers group. Siblings of young trans people can attend the Community Saturday sessions.



gendered intelligence
increasing understandings of gender diversity

Application form

Which job are you applying for: List all youth groups that you are available for and/ or interested, in as well if the job is Lead or Assistant Youth Worker	
Name	
Address	
Email address	
Phone number	
Educational/Professional/Vocational qualifications (please list name of the institute, name of the qualification and year passed)	
Previous employment/appointments (Listing most recent first, please tell us the name and address of present/former employer(s), the positions held and dates and a summary of duties and reason for leaving)	

Tell us about your youth work experience	
Tell us about your strengths, skills & experiences that would make you a great youth worker.	
Tell us a bit more about yourself and why you want to work for Gendered Intelligence as a youth worker.	

Please email Finn Greig for a word document version of this application form and submit your completed version to Finn also:

finn.greig@genderedintelligence.co.uk

Deadline for submissions is: 29th March 2018 at 5pm

Interviews will take place on: 27th April 2018, you will need to be available all day

All successful applicants will be subject to a DBS check.