



Post	Trainer
Status	0.8 Full time equivalent (28 hours per week or 112 hours per calendar month)
Contract type	Fixed term for 12 months
Salary	£28,000 (£25,000 + £3,000 London Allowance) pro rata
Line Manager	Professional Services Lead
Location	National, based from home
Tangential working relationships	CEO; GI team members; Clients from professional services

The role of trainer

You will be responsible for the delivery of professional trans awareness and inclusion training, including associated administration, preparation and follow up tasks.

You will work directly with a wide range of people including the Professional Services Lead, colleagues in the Professional Services area, CEO and other staff at Gendered Intelligence. You will also work directly with clients and sometimes members of the general public.

You may from time to time work alongside other members of the wider GI team including those in Work in Education, Trans Youth Work, Public Events and Special Projects. You may be required to visit some of our trans youth groups, sessions or Special Projects as each Area of Service at GI learns from activities taking place across the whole of the organisation.

The work involves national travel, mainly across England and Wales, and very occasionally international travel; accordingly the role sometimes involves overnight stays. It also involves occasional weekend work.

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:

- To deliver a range of standard and bespoke training packages to a range of clients from statutory, commercial and not-for-profit sector organisations.
- To liaise with clients, co-workers and other stake holders in a swift and professional manner through various communications methods including e-mail, telephone and in person.
- To arrange transport and accommodation bookings and other practical aspects of delivering training
- To carry out evaluation of training sessions and to distribute summaries and other follow up to clients following training sessions and to the Professional Services Administrator.
- To liaise with and request invoices from our finance team
- To exercise in-depth understanding of the experiences of trans people
- To undertake ongoing and evolving thinking about the subject of gender diversity, trans identities and communities and to be confident to deliver training services about these matters
- To contribute to developing, testing and delivering new or improved training sessions and products under the direction of the Professional Services Lead
- To work as part of a team through attending and participating in regular team meetings; to discuss the work, to receive and give feedback on the practice of delivering training at Gendered Intelligence and to update working practices accordingly
- To attend sessions delivered by other members of the team, to learn from each other and to offer peer to peer feedback
- To develop and maintain a high-quality service through your own professional development, participating in other activities such as CPD under the direction of the Professional Services Lead
- To represent Gendered Intelligence at various events, conferences or forums and other networking opportunities (occasional)

General Requirements

- To work under the direction of our Professional Services Lead
- To work independently, effectively and reliably to exacting turnaround times on a wide range of activities without supervision
- To communicate effectively and in a timely and professional manner, to clients and to members of the team
- To handle your own calendar in relation to any bookings and meetings
- To take a non-judgmental approach to clients and their learning needs
- To support colleagues in the team of Professional Services as well as across the whole of the organisation
- To reflect the 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 responsibility for the health and safety of yourself and others at all times and to participate in health and safety processes (for example risk assessment) when necessary
- To follow all relevant Gendered Intelligence 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
- All staff may be asked to undertake other duties and responsibilities as appropriate, as determined by the CEO, on an occasional basis

Person Specification

Essential
Experience of working as a trainer, facilitator and/or teacher or similar
Excellent training / facilitation skills
Level 3 Award in Education and Training qualification or equivalent (If you do not already have this, you must be willing to obtain it)
An in depth understanding of trans identities, communities and gender diversity
A proficient and up to date understanding of the language and terminology that is used by and about trans people
Some understanding of legislation that affects trans people, in particular the Equality Act 2010 and the Gender Recognition Act 2004
Self-motivated and pro-active; able to work independently with a minimum of supervision
Excellent self-organisation especially regarding diary management and time management
Able to prioritise a varied workload, multi-task, work quickly and accurately, and remain calm and efficient under reasonable pressure
Attention to detail and to finishing each project thoroughly and to a high level of quality
Professional in all aspects, in particular, being reliable and punctual
Excellent interpersonal and verbal communication skills
Able to respond calmly and professionally to challenging clients
Tact, sensitivity and a diplomatic manner with a range of different stakeholders
Good written skills
Good working knowledge of Microsoft Office including Word, Excel, PowerPoint
Desirable
Experience of working within an LGBTQI+ setting