

## Trans Youth Work: Colours Youth Group Lead

GI is recruiting! We are looking for a trans, non-binary or gender questioning person of colour to form part of our growing trans youth work team.

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. If you have any questions or want more information about the role please contact

[youthwork@genderedintelligence.co.uk](mailto:youthwork@genderedintelligence.co.uk) or the Youth Work Lead  
[finn.greig@genderedintelligence.co.uk](mailto:finn.greig@genderedintelligence.co.uk)

### What is in this pack:

1. Diversity statement
2. Timeline for recruitment
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7. Session dates for 2019
8. Application form (2-part)
9. Equal Opportunity monitoring form

If you have accessed a pdf version of this recruitment pack and would like to receive it in Word then please contact [finn.greig@genderedintelligence.co.uk](mailto:finn.greig@genderedintelligence.co.uk)

### 1: Diversity

Gendered Intelligence welcomes applications from people of diverse backgrounds, abilities and gender identities. Our policy is to encourage trans people, in particular trans-feminine spectrum people, people of colour and disabled people to apply. We aim to create a positive working environment for all staff, and are working towards a diverse workforce. 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 an Equal Opportunities 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 and also as black, Asian, minority ethnic, including mixed race/ mixed heritage.

### 2. Timeline

Deadline for submission of applications: **Wednesday 12th December (midnight)**

Shortlisted applicants will be informed by: Friday 14th December

Interviews are expected to take place on: Thursday 20th December.

The interviews will take place throughout the day; if you are not available on the 20<sup>th</sup> December please let us know this when you apply. Shortlisted candidates will be informed of the format for the day (eg group work exercise, 1:1 interviews) by the 14<sup>th</sup> December. If you want more information prior to this, please contact Finn Greig [finn.greig@genderedintelligence.co.uk](mailto:finn.greig@genderedintelligence.co.uk)

### **3: Gendered Intelligence**

Gendered Intelligence is a Community Interest Company that is committed to the idea that everyone can be more intelligent about gender. Our vision is of a world where people are not constrained by narrow perceptions of gender and where diverse gender expressions are visible and valued. Our mission is to increase understandings of gender diversity and to improve the quality of life of trans people, and young trans people in particular. As a not-for-profit organisation, all of our activities are focused on supporting this mission.

#### **BACKGROUND**

Our work began in 2006, with a Wellcome Trust grant to run a performing and visual arts project. *Sci:identity - What's the science of sex and gender?* involved a group of young trans and gender questioning people from across the UK. Gendered Intelligence was established in 2008 and, whilst our work still includes strong links to the arts, it is much broader now.

#### **AIMS**

Gendered Intelligence aims to:

1. Increase the quality of trans people's life experiences, especially those of young trans people
2. Increase the visibility of trans people's lives and raise awareness of trans people's needs, especially those of young trans people, across the UK and beyond
3. Contribute to the creation of community cohesion across the whole of the trans community and the wider LGBTQI (Lesbian Gay Bisexual Queer and Intersex) community throughout the UK
4. Engage the wider community in understanding the diversity and complexity of gender

#### **ACTIVITIES**

We work with the trans community and those who impact on trans lives, including parents, teachers, policymakers, employers, service providers and other organisations.

Our activities are structured around four Service Areas:

- Trans Youth Work
- Work in Education
- Professional Services
- Public Engagement

The areas are closely interlinked, with regular communication between staff: a number of colleagues even work across different teams. We believe this shared learning provides a major benefit for all individuals who use GI services whether young people, family and carers, members of the public or professionals in their working lives.

We remain passionate about linking with the wider community, and are continually inspired by creative ideas for new activities, so we also work on a wide range of Special Projects.

#### **ETHOS**

We are a trans-led organisation with a core of skilled, trained and experienced staff, supported by a diverse and vibrant body of volunteers, who are especially active within Youth Work and Public Engagement. We are all committed to being professional, positive and passionate about our work. We want to play a substantial part in encouraging the cultural shift needed to gain understandings of trans and gender variant lives. We place trans people at the heart of our organisation and we believe that a key way to improve the quality of trans people's lives is to educate the people around them about gender diversity.

#### 4: Job description

Post	Lead Youth Worker (LYW)
Status	Part time (10 hours per month, averaged over a three month period)
Contract type	Fixed term (annual)
Salary	£25,000 (plus £3,000 London weighting where relevant amounting to £28,000) pro rata
Line Manager	Youth Work Lead (YWL)
Location	London, with occasional trips and events across England.
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

#### Overview

The postholder will run a quarterly youth group space along with our existing part time youth worker. This group is for young trans people of colour (YTPOC), or those that identify as from a Black, Asian or minority ethnic community (BAME) and trans/ gender questioning. Young people can attend from the ages of 13 – 24 years.

The role involves approximately 10 hours per month work, which equates to 30 hours over 3 months, allocated as the project requires, with additional paid hours available. You would be required to attend quarterly youth service whole team meetings and attend monthly supervision meetings with the Youth Service Lead.

The balance of your time would be used to develop additional support work with YTPOC, respond to email enquiries and support needs, and work closely with the Youth Service Lead to enhance the work GI do with POC/ BAME communities. The role would also include planning and coordinating trips and events for YTPOC, being involved in wider youth service events like end of year shows, families picnic, Pride events and residential work as and when.

All our groups are for trans, non-binary and gender questioning young people and staff should also identify in this way. For this group it is additionally important that you are (or identify as) black, Asian, minority ethnic, including mixed race/ mixed heritage people.

#### Role

This diverse and challenging role requires someone who is passionate about youth work in trans communities, as well as working with young trans people of colour specifically. Under the management of the Youth Work Lead, you will identify and meet the needs of young trans and gender questioning people of colour, 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 postholder will be the lead worker in one or more of our youth group spaces. You will also be expected to plan and lead trips with support, work as part of the wider youth service team on our residential trips and identify opportunities for events across the year, in partnership with the Youth Work Lead.

## 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 of colour, including preparing appropriate resources and a comprehensive session plan for each session under the direction and support of the Youth Work Lead
- be responsible for safeguarding in sessions, adhering to GI's Safeguarding Policy and procedures - ensuring that assistant 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 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, 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 assistant 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 Youth Work Area of Service
- work as a youth worker on our annual summer camp residential trips, and possibly other residential trips as part of GI, or the BAME youth network
- 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 Black Pride (London) 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, as part of a wider team of workers and volunteers going together
- in conjunction with the Youth Work Lead spot opportunities, events and gaps within GI youth service for our youth of colour membership and needs

## **General Requirements**

- Attend mandatory safeguarding training and refresher sessions, as well as other relevant staff development and learning programmes
- In accordance with 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 (H&S) of themselves and of other persons who may be affected by their acts or omissions. This will involve participating in H&S processes, such as risk assessments, when required.
- All staff are required to work within Gendered Intelligence's policies, including Equal Opportunities, Safeguarding and our code of conduct, ensuring these principles are implemented and incorporated into the planning, delivery and monitoring of services
- To work closely as part of a team with Gendered Intelligence staff and volunteers.
- To work effectively under pressure, with and at times, without direct supervision
- All staff may be asked to undertake other duties and responsibilities appropriate, as determined by the CEO, on an occasional basis.

## 5: Person Specification

If you feel you have the qualities that attribute to any of these specifications, but that you may be underqualified or less confident about your experience, we'd be keen for you to apply anyway. We recognise due to societal structures that adversely affect trans people of colour, that you may have had less opportunity to access or develop certain formal qualifications. We will be keen to hear from you if you think you hold any of the person specification qualities from project you've been involved in in a community, voluntary or even extended family capacity, that could be developed in the professional setting with support and guidance.

<b>ESSENTIAL</b>
<b>Experience</b>
Relevant experience and qualifications in youth work provision and delivery in LGBT voluntary sector and/or mainstream services. This could include a degree or vocational qualification in youth work, health and social care, mental health, education, childcare, community arts etc
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
In-depth experience of working with vulnerable young people
<b>Abilities</b>
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 autonomously and to manage risk effectively, and to refer to the Youth Work Led and CEO when needed
Ability to use monitoring and evaluation systems effectively
Ability to work alone as well as being part of a small team
<b>Skills</b>
Good verbal and written communication skills
A good level of IT skills to undertake own administrative tasks, including MS Office, manage our database – Lamplight
Highly organized and self-motivated with an ability to prioritise varied workload
Tact, sensitivity and a diplomatic manner with a range of different stakeholders from young people, parents and carers, and professionals
<b>Knowledge</b>
An understanding of the issues facing young trans people and additionally young trans people of colour
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
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
<b>DESIRABLE</b>
Experience of working within a trans youth group setting specifically
Experience of working in POC/ BAME community setting
Experience of line managing a small team of workers and volunteers
Educated to graduate or post graduate level including modules or units that explore theories surrounding gender and sexuality
Educated to level 3, graduate or post graduate level in youth and community work

## **6: Additional information**

**DBS:** Please note that successful applicants will be subject to a Disclosure and Barring Service check.

**Annual leave.** You will be entitled to 28 days per annum (pro rata for part-time workers). Our leave year runs from 1<sup>st</sup> October to 30<sup>th</sup> September.

**Location and hours of work.** Your hours of work will be based around session timings (see (7) below). The GI office is open from 9am – 6pm, and a hotdesk is available there on request when needed, although the expectation is that you will be predominantly home-based. Your line manager will discuss your working style and review what equipment you will require to enable you to deliver your work effectively.

**Monthly timesheets and TOIL.** All staff are expected 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.

**Pension.** GI is part of the NEST pension scheme, by which employees contribute 3% of their salary and employers 2% (increasing to 5% and 3% respectively from April 2019). You will be automatically enrolled in this scheme once you start work, but may opt out if you choose.

## 7: Session dates

The dates below have been pre-set for 2019. If you are not available for any of them, please indicate this on the application form. This will not be taken into consideration during the recruitment process, but enables us to plan accordingly if you are offered a position. If you have any queries about this, please contact [finn.greig@genderedintelligence.co.uk](mailto:finn.greig@genderedintelligence.co.uk) to discuss.

### Colours group (London)

This group has four group sessions across the year, with additional trips, events and an annual residential. **The main 2019 dates are as follows:**

**Tuesday 12<sup>th</sup> March**

**Thursday 11<sup>th</sup> June**

**Thursday 10<sup>th</sup> September**

**Tuesday 10<sup>th</sup> December**

The groups take place in the evenings from 6pm – 9pm, with staff team briefing and debriefing time 5.30 – 6pm and 9 – 9.30pm respectively. As a Lead you will need to set up the room ready for your assistant worker and volunteers to arrive so will need to arrive from 5pm.

Sessions take place at our office in a large meeting room, the address is:

Gendered Intelligence,  
Voluntary Action Islington, 2<sup>nd</sup> floor,  
200A Pentonville Road, London N1 9JP

### Meetings, trips and other events

In addition to the regular quarterly sessions across the year, we run extra events for young trans people of colour and hold quarterly youth service team meetings. The dates we have for 2019 are as follows:

Month	Confirmed Event	Possible
Jan	11 <sup>th</sup> - Youth service meeting, 12 – 4pm (London office)	
Feb	23 <sup>rd</sup> - Colours Youth Festival all day Birmingham (travelling with young people from London)	
March	12 <sup>th</sup> - regular group session	
April	5 <sup>th</sup> - Youth service meeting, 4 - 8pm (London office)	
May		
June	11 <sup>th</sup> - regular group session	
July	7 <sup>th</sup> - Black Pride trip London (all day) 21 <sup>st</sup> - Trans Pride trip Brighton (at the moment just the day trip, but potential overnight)	5 <sup>th</sup> - Youth service meeting
Aug	GI Residential trip (dates TBC) Colours BAME network residential trip (dates TBC)	
Sept	10 <sup>th</sup> - regular group session	
Oct		Black History Month event
Nov		
Dec	10 <sup>th</sup> - regular group session	



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increasing understandings of gender diversity

## 8: Application form – Part I (contact details and declarations)

### Section A: Your details

<b>Name</b>	
<b>Address</b>	
<b>Email address</b>	
<b>Phone number</b>	

### Section B: Reasonable adjustments

Please use the space below to inform us of any reasonable adjustments that you would like for the interview. This sheet will be detached and not form part of the shortlisting process. If you are shortlisted we will refer to this page in order to contact you and confirm arrangements for your interview.

### Section C: Referees

Please provide details of two people who can provide references in relation to your suitability for this position. These people will not be contacted until after a job offer is made. Referees cannot be related to you.

We understand that people may not be out as trans in all areas of their life; we will accept referees who know you in different contexts, not just a work environment. If you have any concerns or questions about this please contact us.

#### Referee 1

Name:  
Position/ Job title:  
Organisation name  
Email:  
Phone number:  
Context in which they know you:

#### Referee 2

Name  
Position/ Job title:  
Organisation name  
Email  
Phone number  
Context in which they know you

**Section D: Submission – signature required**

The information provided by you on this form as an applicant will be stored either on paper records or a computer system by GI in accordance with the GDPR and Data Protection Act 2018 and will be processed solely in connection with recruitment.

**Consent & declaration**

By submitting the application I give my consent to Gendered Intelligence to process the data supplied in this form for the purpose of recruitment and selection.

If I am offered employment, I consent to my information being held and processed by Gendered Intelligence in accordance with the GDPR and Data Protection Act 2018.

If I am **not** offered employment, I understand that my information will be held by Gendered Intelligence for 2 years, in the event my skills may be suitable for an alternative role within the organisation. After two years my information will be securely destroyed.

I understand that any job offer will be subject to proof of entitlement to work in the UK; the receipt of references; a probationary period; and where appropriate, a Disclosure Barring Service Check.

I declare that the information given in this application form (parts I & II) is true and complete. I understand that if I have provided any misleading information on this form or made any omissions that I know would have a material impact on this process, this will be sufficient grounds for terminating my employment.

Signature:

Name:

Date:

The completed signed application form must be returned by midnight on Wednesday 12<sup>th</sup> December 2018 by one of the following methods:

By post to: Gendered Intelligence, VAI, 200 Pentonville Road, London N1 9JP

By email to: [recruitment@genderedintelligence.co.uk](mailto:recruitment@genderedintelligence.co.uk)

Please note that if you have not heard from us within 3 weeks after the closing date, you can assume that your application has not been successful on this occasion.

## **8: Application form – Part II (shortlisting information)**

The spaces below are not intended to indicate the length of answer required.  
If completing this application electronically, please expand the space below each section to allow enough space for your answers.  
If completing by hand, please expand the space below each section before printing.  
Please use black ink and write clearly.  
If extra sheets are attached, please ensure they are labelled clearly.

### **Section E: Your education and employment history**

**Educational/Professional/Vocational qualifications** (please list name of the institute, name of the course/qualification, with grades if appropriate)

**Previous employment/appointments** (Listing most recent first, please tell us the name and address of present/former employer(s), the positions held, a brief summary of duties, start and end dates, and reason for leaving.

### **Section F: Personal statement**

Use the space below to address the points in the Person Specification. Please give examples to demonstrate how you meet the criteria. You can use examples from community or voluntary activities, family life and education as well as other work.

### **Section G: Additional Information**

**Why do you want to be a youth worker at Gendered Intelligence?**

**Use the space below to tell us about anything else that you think will support your application.**

Please submit your completed application form to:  
[recruitment@genderedintelligence.co.uk](mailto:recruitment@genderedintelligence.co.uk)

**Deadline for submissions is: Wed 12<sup>th</sup> December 2018 at Midnight**

## 9: Equal Opportunities Monitoring Form – applicants

Gendered Intelligence collects the information below to monitor whether we are attracting job applicants from all sectors of the community. This sheet is detached from your application form and does not form part of the shortlisting process.

**1. What is your age ? \_\_\_\_\_**

**2. What is your highest level of qualification?**

- None
- GCSE or Equivalent
- A Level or Equivalent
- Bachelor's Degree or Equivalent
- Master's Degree or Equivalent
- Doctorate or Equivalent

**3. How would you describe your gender identity?**

Please use the term with which you are most comfortable. If you do not wish to provide this information please write "Prefer not to say"

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**4. Do you always identify with the sex/gender you were assigned at birth or in early childhood?**

- Yes
- No
- Partly/Sometimes
- Unsure
- Prefer not to say

Many people identify with the sex/ gender they were assigned at birth or in early childhood, for example a person assigned male at birth who grows up to think of themselves as a man, or someone assigned female at birth who grows up to think of themselves as a woman. If this is your experience, this typically aligns with ticking Yes above.

However at GI we recognise that people have diverse experiences of gender and may not identify with the sex/ gender they were assigned at birth or in early childhood. This can include people who describe themselves as trans, non-binary, gender fluid, gender questioning or one of many other terms. If this is your experience, this typically aligns with ticking No; Partly/Sometimes; or Unsure above.

**5. Do you identify as intersex / have an intersex trait or history?**

- Yes
- No
- Unsure
- Prefer not to say

Intersex people are born with sex characteristics that do not fit typical binary notions of male or female bodies. (Definition from the Organisation Intersex International)

**6. How would you describe your sexual orientation?**

Please use the term with which you are most comfortable. If you do not wish to provide this information please write "Prefer not to say"

## 7. What is your ethnic group?

Ethnic group is about the group to which you perceive you belong.

- Arab
- Asian or Asian British: Indian
- Asian or Asian British: Pakistani
- Asian or Asian British: Bangladeshi
- Asian or Asian British: Chinese
- Other Asian background
- Black or Black British: African
- Black or Black British: Caribbean
- Other Black background
- Mixed/Multiple: White and Black Caribbean
- Mixed/Multiple: White and Black African
- Mixed/Multiple: White and Asian
- Other Mixed/Multiple background
- White: British/English/Welsh/Scottish/Northern Irish
- White: Irish
- White: Gypsy, Roma or Traveller
- Other White background
- I use another term (Please state below)
- Prefer not to say
- Not known

If you use another term please state below:

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## 8. Do you have a religion, faith or belief?

- No religion, faith or belief
- Bahai
- Buddhist
- Christian
- Hindu
- Jain
- Jewish
- Muslim
- Pagan
- Sikh
- Spiritual
- I use another term (Please state below)
- Prefer not to say

Other term: \_\_\_\_\_

**9. Do you have an impairment, health condition or learning difference** that has a substantial or long term impact on your ability to carry out day to day activities? (\*see below for definition).

Please select all that apply:

- No known impairment, health condition or learning difference
- A long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy
- A mental health difficulty, such as depression, schizophrenia or anxiety disorder
- A physical impairment or mobility issues, such as difficulty using your arms or using a wheelchair or crutches
- A social/communication impairment such as a speech and language impairment or Asperger's syndrome/other autistic spectrum disorder
- A specific learning difficulty such as dyslexia, dyspraxia or AD(H)D
- Blind or have a visual impairment uncorrected by glasses
- D/deaf or have a hearing impairment
- An impairment, health condition or learning difference that is not listed above (Please state below)
- Prefer not to say

Please provide details below if you selected "An impairment, health condition or learning difference that is not listed above"

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**\* Explanation of terms for Q9**

Under the Equality Act 2010, a person is considered to have a disability 'if they have a physical or mental impairment, and the impairment has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities'. 'Substantial' is defined by the Act as 'more than minor or trivial'. An impairment is considered to have a long term effect if:

- it has lasted for at least 12 months
- it is likely to last for at least 12 months, or for the rest of the life of the person.

Normal day-to-day activities are not defined in the Act, but in general they are things people do on a regular or daily basis, for example eating, washing, walking, reading, writing or having a conversation. Only serious visual impairments are covered by the Equality Act 2010. For example, a person whose eyesight can be corrected through the use of prescription lenses is not covered by the Act; neither is an inability to distinguish between red and green. The same logic does not apply to hearing aids. If someone needs to wear a hearing aid, then they are likely to be covered by the Act. However, both hearing and visual impairments have to have a substantial adverse effect on the ability to carry out normal day-to-day activities in order for a person to be covered by the Act.