



**gendered intelligence**  
increasing understandings of gender diversity

**Thank you for your interest in working with Gendered Intelligence.**

**We are looking for an enthusiastic, organised administrator to help support our growing 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.

**What is in this pack:**

1. Diversity statement
2. Timeline
3. Gendered Intelligence - general information
4. Job description
5. Additional information
6. Person specification
7. Application form (2-part)
8. Equal & Diversity monitoring form

If you have any questions or want more information please contact [moya.wilkie@genderedintelligence.co.uk](mailto:moya.wilkie@genderedintelligence.co.uk)

**1: Diversity**

Gendered Intelligence welcomes applications from people of diverse backgrounds, abilities and gender identities. We would like to encourage trans people, in particular trans-feminine spectrum people, people of colour and disabled people to apply, as they are currently under-represented in our organisation. 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 & Diversity monitoring form with this pack, which is not mandatory, but we hope you will complete.

GI welcomes applicants who wish to job-share. If you have already identified someone with whom you wish to job share then please make this clear on the application form.

**2: Timeline**

Deadline for submission of applications: **Monday 10th December (10am)**  
Shortlisted applicants will be informed by: **Tuesday 18<sup>th</sup> December**  
Interviews are expected to take place on: **Thursday 10<sup>th</sup> January 2019.**

The interviews will take place throughout the day; if you are not available on the 10<sup>th</sup> January please let us know this when you apply. Shortlisted candidates will be informed

of the format for the day (eg assessment exercise, panel interviews) by the 18<sup>th</sup> December.

### **3: Gendered Intelligence**

We are 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

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. 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.

For more information visit our website: [www.genderedintelligence.co.uk](http://www.genderedintelligence.co.uk)

#### 4: Job description

Post	Administrator
Status	Full-time (35 hours per week)
Contract type	Fixed term
Salary	£23,000 (£20,000 + £3,000 London Allowance)
Line Manager	Director of Operations
Location	London
Tangential working relationships	Team Leads for Professional Services, Work in Education and Public Engagement; other administrative staff; other GI team members; volunteers; clients

#### The role

Gendered Intelligence has grown rapidly in the last three years, and we are looking for someone who can join our increasing team. The Administrator role will be based in the GI offices, currently near Kings Cross, and work across the organisation, supporting activity in three of our four Service Areas (Professional Services, Work in Education and Public Engagement) as well as helping with the smooth running of office activities.

This diverse and challenging role requires someone with the ability to undertake day-to-day administration and co-ordination across different teams, prioritising activities and maintaining attention to detail at all times. You will be a key contact for clients and other stakeholders, building relationships via email and phone. The Administrative Support team is developing, and you will work closely with the Administrator for Professional Services as well as other office-based and remote staff, including on occasion providing cover.

In particular we are looking for individuals who can work accurately under pressure to meet deadlines, can be flexible and creative in finding solutions, and help to review and improve systems to meet our changing needs.

#### 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.

Responsibilities include:

- responding to customer enquiries via our website, email and telephone as they pertain to the service areas
- operating administrative systems, such as managing filing systems; handling our cloud software
- costing up and booking travel and accommodation for members of the team
- organising diaries with colleagues (trainers, consultants, mentors and facilitators) regarding potential client bookings
- supporting the Area Leads with administrative duties such as drafting reports and preparing for team meetings
- carrying out occasional research that will benefit the organisation
- provide office-based support for remote workers eg printing, ordering stationery
- be a central point of contact for colleagues for office enquiries eg laptop bookings, debit card payments

## General Requirements

- Work closely with Service Area Leads and as part of a team with Gendered Intelligence staff and volunteers.
- To work effectively without supervision to exacting turnaround times.
- Behave in accordance with Gendered Intelligence's codes of conduct and Equal Opportunities Policy.
- Ensure Equal Opportunities principles are incorporated and adhered to in all aspects of the role.
- Work within Gendered Intelligence's policies, ensuring these are carried out in relation to the job, e.g. Confidentiality, Quality, Health & Safety.
- You may be asked to undertake other duties and responsibilities appropriate, as determined by the CEO, on an occasional basis.

## 5: Additional information

**Annual leave.** You will be entitled to 28 days per annum (pro rata for part-time workers). Our leave year runs from October to September.

**Hours of work.** The GI office is open from 9am – 6pm, your normal working pattern will fall within these hours. There may be occasional requirements to support activities in the evening or the weekend. This would be agreed in advance with your line manager and TOIL (see below) offered in return.

**Monthly timesheets and TOIL.** All staff are expected to complete monthly timesheets which must be submitted promptly. GI has a policy for reasonable TOIL where this is accrued due to periods of greater activity or occasional evening/ weekend working.

**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. Your training needs will be discussed with your line manager as part of the probation process and then ongoing through the supervision and 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.

## 6: Person Specification

<b>Essential</b>
<b>Experience &amp; Abilities</b>
Highly organised and self-disciplined with an ability to prioritise a varied workload of multiple enquiries, quotations, bookings, communications and other requests
High level of attention to detail and to finishing tasks to a high level of accuracy / quality
Able to multi-task, work quickly, and remain calm and efficient in relation to exacting turnaround times and competing demands
Self-motivated and proactive
Ability to work alone / without close supervision, as well as being part of a small team
Strong levels of confidence in a range of contexts including working with new people and making connections with clients, especially remotely via telephone and email.
<b>Skills</b>
Excellent written skills (communicating with clients, stakeholders and colleagues)
Excellent diary management skills
Excellent verbal communication and people skills
Tact, sensitivity and a diplomatic manner with a range of different stakeholders
<b>Knowledge</b>
Good working knowledge of Microsoft Office including Word and Excel, as well as competent email/ internet skills
A good level of awareness and understanding regarding trans people
<b>Desirable</b>
Experience of working within a community voluntary sector organisation
Experience of working within an LGBTQ setting
Ability to offer creative and imaginative input into projects
Experience of working with PowerPoint, Gmail, OneDrive, Googleforms

**7: 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.

**Trans applicants:** 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, and can deal sensitively with referees who know you under a previous name or gender expression. 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 10am on Monday 10<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 Gendered Intelligence within 3 weeks after the closing date, you can assume that your application has not been successful on this occasion.

**7: Application form – Part II (shortlisting information)**

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**

Use the space below to tell us about anything else that you think will support your application. For example, why are you interested in becoming a GI Administrator?

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

**Deadline for submissions is: Monday 10<sup>th</sup> December 2018 (10am)**

# Equality & Diversity 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.

**What position are you applying for?** \_\_\_\_\_

**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"

\_\_\_\_\_

**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"

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## 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.