

Gendered Intelligence

Youth Work Coordinator (TPOC)

Join the team at GI as a Youth Work Coordinator!

We're looking for someone passionate about youth advocacy, with a talent for crafting impactful initiatives. As a skilled relationship-builder, you'll champion inclusivity and ensure the voices and experiences of young trans people are both heard and valued. Through the delivery of youth groups (in London and online), you'll provide vital support to young people navigating the challenges of growing up trans/gender diverse in a cis-normative world, as well as other challenges and journeys that all young people face in society.

More than ever, young people are coming to us at a point of crisis. We can't 'fix' the complex hardships they're facing, but we specialise in providing safe(r), trans-only spaces where young people can be their authentic, whole selves without assessment or judgement.

The information below will help you decide if you would like this job; and tells you what to do if you decide you want to apply.

For more information on our team, benefits and culture, visit our [Working at Gendered Intelligence](#) page. For more information on our organisation and vacancies visit our [Join the Team](#) page.

Apply: [Youth Work Coordinator \(TPOC\)](#)

Job Overview

- Contract type: Permanent
- Hours: 7 hours per week, plus one evening a month (0.23 FTE). This role requires working the evening of the 3rd Tuesday of each month in London, as well as occasional other evenings or Saturdays for trips and events.
- Salary: £35,235 (+ £3,000 London Weighting where applicable) per annum pro rata. Equivalent to actual salary: £8,794 incl LW pa. This is Band F, Spinal Point 25. NB GI's payscale is aligned to NJC. While there are no automatic Spinal Point increase each year, we are committed to applying nationally negotiated increases each year, with effect from 1st April. It is therefore likely (pending negotiations) that the salary above will increase, with any change incorporated in the starting salary.
- Hybrid working: London and online
- Line Manager: Youth Work Senior Practitioner

Recruitment Process & Timeline

Before filling out your application form, we recommend you visit our [guidance page](#).

- Deadline for submission of applications: **9am 23rd April 2025**
- Shortlisted applicants will be informed by: **25th April 2025**
- Interviews are organised for **Thursday 1st May 2025**. **If you are not available on this day please let us know this when you apply**. Interviews will take place online via Zoom.

All job offers are made subject to references.

Occupational Requirement

In light of the nature of this position, GI considers this post to be subject to an Occupational Requirement in accordance with Para 1, Schedule 9, of the Equality Act 2010 on the basis of the protected characteristics of gender reassignment and race. Therefore we are only requesting applications from people who are (or identify as) trans or non-binary, and in addition, the applicants need to be Black, Asian or otherwise of the global majority, including mixed race/ mixed heritage.

The Team

The Youth and Communities Services Department is made up of 4 services: Adult Wellbeing; Families; Mentoring; and Youth Work, in which this post sits.

You will be part of a team of 5 Youth Work Coordinators who are responsible for the day-to-day running of our Youth Service in accordance with the strategic aims of YCS. Each Coordinator is responsible for the running of specific areas within the service, as well as working with the Senior Practitioners and Head of Service to develop future elements of the service.

The Role

You will be leading youth groups for trans young people, providing face-to-face delivery (in London) and development of our trans youth work service.

You will:

- Identify the needs of young trans people of colour and design a programme of activities with the aims of meeting these needs
- Deliver sessions which reflect the needs of young people in relation to community and belonging, pride and confidence, resilience and managing setbacks
- Work towards our organisation's goals of improving gender diverse lives and increasing understandings of gender diversity
- Maintain accurate summary reports for sessions, so that these can feed into wider reflections on the service as well as developmental plans

- Manage partnerships that relate to the development and delivery of youth work practices
- Create an empathetic and safe environment for trans young people - an environment that our young people describe as “acceptance without expectation”

Main Duties and Responsibilities:

Youth Group Leadership:

- Lead the monthly TPOC youth group, creating session plans and resources
- Ensure compliance with safeguarding policies, conduct one-to-one support sessions, and welcome new members
- Facilitate briefing and debrief sessions with the youth work team
- Maintain session records and manage logistics such as travel bursaries and refreshments

You will be assigned to your regular group but will be expected to provide cover for other groups as required to support staff absence.

Reporting:

- Produce session reports and provide monitoring data for evaluation

Networking & Communications:

- Represent the Youth Service both internally and externally
- Stay updated with communications from the Youth and Communities Services team and broader GI team via email, maintaining professional relationships with youth group members and external agencies through appropriate communication channels

Meetings:

- Attend and contribute to staff meetings and organisational activities

Venue and Trip Management:

- Collaborate with Senior Practitioners and Head of Youth and Communities Services to establish relationships with venue managers
- Develop ongoing risk assessments for venues and groups' well-being, ensuring team awareness
- Participate as a youth worker in annual camping trips and residential trips (In particular TPOC residential)
- Plan, risk assess, and participate in local Pride Events with the youth group, supported by Sessional Youth Workers and Volunteers (in particular Black Pride)
- Plan, risk assess, and lead proposed trips or additional sessions with the youth group, supported by Sessional Youth Workers and Volunteers

Training & Development:

- Attend mandatory training and relevant CPD programs

General Requirements:

- Adhere to Gendered Intelligence's policies, including health and safety and equal opportunities principles
- Work collaboratively with Gendered Intelligence staff and volunteers
- Undertake other duties as assigned by management

Person Specification

We recognise societal structures adversely affect people with marginalised identities / experiences and we are committed to building and supporting a diverse team. If you feel you have the qualities to fulfil these specifications, but do not have formal qualifications, or feel less confident about your experience, we are keen for you to apply. You are welcome to evidence the person specification qualities outlined below through a variety of ways outside of paid work. This could, for example, be through organised volunteering roles; caring roles; informal community activity or any other route.

Essential/Strongly Desired

Experience

- Relevant experience and qualifications in youth work provision and delivery in LGBT voluntary sector and/or mainstream services.

(This could include an NVQ level 3, certificate level 4, or degree in youth work youth & community work, play work, health and social care, mental health, education, community arts etc. It could also include significant experience working in youth work settings and being in charge of young people's spaces even if you don't have a formal qualification.)

- Experience of facilitating diverse groups of young people both in workshops and more informal 'free-time' style spaces
- Experience collaborating within a team and adeptly handling aspects such as teamwork, relationship management, shared responsibilities, conflict resolution, and other team-related challenges
- In-depth experience of working with young people, including supporting with wellbeing and mental health

Knowledge

- An in-depth knowledge and intersectional understanding of the challenges facing young trans people
- Knowledge of current legislation and safeguarding procedures relating to children and young people, including the Children's Act 1989 and 2004 and the Children and Young Person's Act 2008, and how these relate to the role

Skills

- Excellent communication skills, with the ability to communicate tactfully, sensitively, and compassionately both verbally and in writing to individuals accessing GI's services

- Capacity to observe, reflect, and evaluate situations involving young people in real-time, and implement appropriate responses promptly and effectively

Abilities

- Ability to manage your own time, prioritise a varied workload and deliver work to deadlines in a fast paced environment
- Ability to maintain boundaries and confidentiality in challenging situations and exhibit resilience under pressure
- Ability to work independently and autonomously, demonstrating effective risk management skills

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

Diversity Information

We are actively seeking to bring people with different lived experiences, diverse backgrounds, abilities and gender identities into the organisation, to create a workplace that is welcoming for all. As part of our commitment to increasing diversity, we hope you will complete our [Diversity Monitoring Form](#) which is not mandatory, but helps us to review the reach of our advertising and how we support candidates from different backgrounds through the process.

To find out more about our commitment to diversity and inclusion, visit our [Working at Gendered Intelligence](#) page.

Additional Support

Want to learn more before applying?

We're aware that people may have different needs or additional queries, and we want to support all potential applicants.

Contact recruitment@genderedintelligence.co.uk for anonymous support. As well as responding to any general queries about the process, we are offering a limited number of 15 minute slots to support applicants with their applications. These 1:1 online sessions will take place on **Wednesday 16th April** and will be hosted by the a senior member of the GI team, who is not involved directly in this recruitment process.

The sessions will provide the opportunity for potential applicants to ask any questions they have about GI, the process, or how to complete or what to include on the application form, in a confidential space. We hope these sessions will encourage individuals from marginalised and/or under-represented sections of our communities to apply for this position. While open to all, we would specifically encourage individuals who are transfeminine or people of colour to apply for a slot.

Please email recruitment@genderedintelligence.co.uk by 9am on 15th April if you would like to take advantage of this offer.

Apply: [Youth Work Coordinator \(TPOC\)](#)

Deadline: 9am 23rd April 2025