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Until 2022



14 December 2022

Dear Applicant

Thank you for your interest in the post of **Young Greenwich LGBTQ+ Youth & Schools Lead**

In this pack you will find:

- Job Description
- Person Specification

On our website you will find:

- Application Form
- Guidance Notes for Applicants
- Monitoring Form
- Our Equal Opportunities Policy Statement

Please note that **CVs will not be considered** as part of your application, we will be short-listing from fully filled out application forms only.

Your completed application form together with your completed monitoring form should be sent to arrive **no later than 9:00am on 16th January 2023**, by email to recruitment@metrocharity.org.uk. Please include your full name in the message subject line. Your email including attachments must not exceed 5MB in size. We cannot accept applications by post at this time.

Interviews, likely held over Zoom, will take place in the **week beginning 23rd January 2023**.

For further information regarding this post please contact **Isander Freiman on 020 8305 5000 or by email isander.freiman@metrocharity.org.uk**

We look forward to hearing from you.

Best wishes

Andrew Evans, CEO

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Job description

Key details

Job title	Young Greenwich LGBTQ+ Youth and Schools Lead
Employment status	Full-time
Duration	Contract until 31 March 2025 with possibility of extension
Salary/Wage	£28,903 per annum
Hours	35 hours a week, Monday – Friday with regular evening and weekend working
Line manager	Youth Manager
Employer	METRO Charity (The Metro Centre Ltd)
Location	Main location of work is METRO Greenwich, Bexley, local schools and colleges with some time spent in the four Greenwich local youth hubs and surrounding areas.

Job outline

The Young Greenwich LGBTQ+ Youth and Schools lead will deliver two weekly youth groups and our LGBTQ+ inclusivity training for Greenwich schools.

They will develop and deliver the promotion, planning, and partnership working with schools, as well as assessments and monitoring and evaluation.

METRO Youth groups are youth-led, and the role will involve facilitating young people's design of their own programme of activities and empowering them to take ownership of the space. The post holder will manage sessional staff and volunteers to deliver the weekly groups across both boroughs.

Programme

The Young Greenwich Partnership (YGP) is an integrated programme commissioned by the Royal Borough of Greenwich. The key purpose of the YGP is to enable young people to develop holistically, working with them to facilitate their personal, social, and educational aspirations with

an aim to develop their voice and reach their full potential. The YGP is led by NHS Oxleas Foundation Trust (Oxleas) and delivered with our partners Charlton Athletic Community Trust (CACT). The YGP delivers seamlessly in and out of schools, youth hubs and other community venues with strong pathways for pupils in schools into community-based activities and support and vice versa.

Main tasks

1. Develop, deliver and evaluate a training programme for school staff and governors aimed at addressing LGBTQ+ discrimination. The training will cover:
 - Different sexual orientation and gender identities
 - How to challenge discriminatory language and behaviour effectively
 - Equalities Law
 - How to support LGBTQ+ students
 - Creating an inclusive curriculum and using a whole-school approach
2. Support senior management and governors in reviewing and developing policy and procedures relating to sexual orientation and gender identity
3. Support subject leads in schools to review and develop an inclusive RSE Curriculum
4. Support schools in the creation of LGBTQ+ ally groups, initiating school celebration days, school equalities steering groups
5. Lead the delivery and evaluation of workshop sessions for students and staff, including collecting and recording the required data of the participants.
6. Empower young people at Zest and Shine groups (weekly groups for lesbian, gay, bisexual, trans, non-binary, queer and questioning young people) to take ownership of the group space, giving them the lead to plan an engaging and challenging programme of activity for their youth groups, across six main domains of work:
 - Sexual and reproductive health
 - Drugs and alcohol awareness
 - Mental health and wellbeing
 - Hate crime and bullying
 - Support with employment, study and training and healthy living.
7. Contribute content and delivery to METRO Youth domain staff days for team development. Chair of relevant meetings and training sessions.
8. Modelling best practice and giving feedback for less experienced staff – at youth groups and training sessions.
9. Lead on volunteer recruitment, supervision and retention of volunteers for the domain.
10. Follow-up on safeguarding concerns in line with METRO's safeguarding policy.
11. Complete reporting to deadlines, risk assessments and provide any additional information as requested.

Other duties

1. Adhere to METRO policies and procedures at all times.
2. In line with METRO's policy on Information Governance (IG), confidentiality and data handling, you will be expected to undertake, pass and maintain the required IG modules as indicated by your line manager.
3. Ensure sensitive and confidential recording and handling of information in accordance with the Data Protection Act, GDPR regulations and METRO's Information Governance policies.
4. In line with METRO's policy on Safeguarding, you will be expected to undertake, pass and maintain the required Safeguarding Training modules as indicated by your line manager.
5. Attend regular supervision, and to undertake appropriate training as agreed. Maintain and update knowledge, skills and undertake continuing education in accordance with personal and service needs within a framework of a personal development plan.
6. Undertake any other appropriate duties as requested by your manager. If these duties are extensive and of a higher job description scale, the terms and conditions of the post may be varied in negotiation with your line manager.

Person specification

Knowledge & Experience	Skills & Abilities	Essential /Desirable	Application /Interview
Identifies as LGBTQ+ (Equality Act 2010 Schedule 9 Part 1)		Essential	Application Form
In-depth safeguarding knowledge (including understanding of confidentiality and knowledge of Fraser Guidelines), and experience of handling complex safeguarding concerns.		Essential	Application Form & Interview
Recognised youth work or other related education, health or social work qualification		Essential	Application Form
At least 3 years' experience working with either LGBTQ+ people or young people in a paid or voluntary capacity.		Essential	Application Form & Interview
Thorough understanding of; (a) the issues young LGBTQ people in schools from a Primary Level and (b) the challenges of supporting/ working with LGBTQ young people in mainstream settings.		Essential	Application Form & Interview
Understanding of equalities issues as they may affect young people and the ability to plan, facilitate and evaluate activities to address these issues.		Essential	Application Form & Interview
Experience working with young people with special educational needs and disabilities (SEND)		Desirable	Application Form & Interview
	Understanding of schools, policies, and governance structures and ability to advise and train senior representatives in these forums.	Essential	Application Form & Interview

	Proven ability to develop, deliver and review training resources to maintain a high standard.	Essential	Application Form & Interview
Experience of one to one work with young people including assessments.		Desirable	Application Form & Interview

	Ability to communicate clearly and offer informal support in a sensitive and non-judgmental manner.	Essential	Application Form & Interview
Experience of monitoring and evaluation and the ability to write reports.		Essential	Application Form & Interview
Experience of youth participation and developing strong working relationships to ensure service is developed by young people.		Desirable	Application Form & Interview
	An enthusiastic and committed approach to work with young people.	Essential	Application Form & Interview
	Motivated and flexible to work independently as part of a team in the delivery of the projects.	Essential	Application Form & Interview
Experience managing staff or volunteers, including conducting 1:1 supervision.		Desirable	Application Form & Interview