
May 2018

Dear Applicant,

Thank you for your interest in the post of **Trans Youth Support Worker**

Please find enclosed Recruitment Pack, which contains:

- Job Description
- Person Specification
- Application Form (separately attached)
- Guidance Notes for Applicants (separately attached)
- Monitoring Form (separately attached)
- METRO's Equal Opportunities Policy Statement (separately attached)

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.

The completed application form together with the Monitoring Form should be sent to arrive **by no later than 9:00am on Monday 21st May 2018**, either:


- By post or hand to Human Resources Manager, METRO, N206 Vox Studios, 1-45 Durham Street, London SE11 5JH
- OR by email to recruitment@metrocharity.org.uk . If applying by email, you should include your full name in the message title and your email and attachments must not exceed 5MB in size.

Interviews will take place on **Thursday 31st May**.

For further information regarding this post please contact the line manager of the role, **Sarah Rowlinson, Acting Head of Integrated Youth Services** on 020 8305 5000, sarah@metrocharity.org.uk

We look forward to hearing from you.

Best wishes,



Greg Ussher
Chief Executive Officer

METRO Youth Trans Youth Support Worker Job Description

General Information

Job title:	Trans Youth Support Worker
Grade:	SO1
Salary:	£26,533 pro-rata
Working hours:	Part-time (7 hours a week)
Responsible to:	Director of Operations
Accountable to:	Head of Integrated Youth Services
Responsible for:	Trans Youth Support Programme
Job location:	METRO Offices and Outreach
Date:	Fixed term to August 2019, with plan to seek funding for programme expansion

Job Summary

The Trans Youth Support Worker will take on responsibility for maintaining and developing the Trans Youth Support Programme for trans young people up to 25 years across South London and Medway.

By trans we mean people who identify with a range of gender identities that come under this umbrella term, including but not exclusive to those that may identify as a different gender to how they were described at birth, those that are undertaking or have undertaken hormones or surgery to change their gender from the gender they were described at birth and those that may identify outside a gender binary of men and women.

The support programme includes one-to-one support (including information, advice and advocacy) sessions and regular social events for young people.

This service will continue to complement METRO’s existing suite of services to trans young people within our wider offer to service users, which includes a network of 9 LGBTQ youth groups, counselling services, training and workshops for staff and pupils about sexuality and gender identity, sexual health clinics, HIV prevention and support and victim support for those affected by hate-crime.

The Trans Youth Support Worker will be expected to keep accurate monitoring, evaluation and recorded outcomes of sessions and interventions, as well as preparing quarterly reports about the service, attending youth team meetings and supervision. It will be necessary to stay updated in developments in the youth and LGBTQ sectors.

Job Functions/ Responsibilities

1. To maintain the Trans Youth Support Programme including developing resources, making contacts and confirming monitoring and evaluation processes.
2. To provide one-to-one information and support to trans young people who require practical and emotional support exploring their gender and / or gender identity.
3. To offer support for trans young people to access wider services including trans support groups (including our 9 local METRO LGBTQ Youth groups), contacting and accessing GPs, counselling services and gender identity clinics/services.
4. To support young people accessing METRO Youth by facilitating full assessments and one to ones and to record these interactions in respect of safeguarding, data protection and confidentiality. The post holder will actively refer to other METRO services and make referrals to external agencies and record these referrals.
5. To plan, organise and deliver events for trans young people to share experiences, learn and socialise with their peers.
6. To complete reporting templates to deadline and provide any additional information as requested.
7. To help in devising suitable publicity and promotion for the Trans Youth Support Programme, METRO Youth and to support service development of METRO Youth and METRO more broadly. This will focus on supporting fundraising efforts to be able to extend the Trans Youth Support Programme.
8. The ability to represent METRO externally within a professional capacity and build strong

networks and partnerships, particularly with youth services. To support METRO initiatives and events where applicable (Pride, World Aids Day, Trans Day of Visibility etc.)

Other Duties

9. To attend team meetings and regular supervision and to undertake appropriate training as agreed.
10. Any other duties as may be reasonably required and negotiated with the line manager and a flexible approach to shifting contract targets.
11. To adhere to METRO policies and procedure at all times.
12. To ensure sensitive and confidential recording of information in accordance with the Data Protection Act and METRO's Information Governance Policies.

Trans Youth Support Worker

Qualification, Knowledge & Experience	Skills and Abilities	Essential or Desirable	Application Form, Interview, Presentation
1. Safeguarding knowledge, understanding of confidentiality and knowledge of Fraser Guidelines.		Essential	Application Form & Interview
2. Recognised youth work or other related education, health or social work qualification		Essential	Application Form
3. At least 2 years experience of working with trans young people in a paid or voluntary capacity.		Essential	Application Form & Interview

4. Thorough understanding of the issues facing trans youth and the ability to plan, facilitate and evaluate activities to address these issues.		Essential	Application Form & Interview
5. Understanding of equalities issues as they may affect young people.		Essential	Application Form & Interview
	6. Experience of one to one work with young people including assessments.	Essential	Application Form & Interview
	7. Ability to communicate clearly and offer informal support in a sensitive and non-judgmental manner.	Essential	Application Form & Interview
	8. Good communication and presentation skills and the ability to professionally represent METRO	Essential	Application Form & Interview
9. Experience of youth participation and developing strong working relationships to ensure service is developed by young people.		Essential	Application Form & Interview
10. Experience of monitoring and evaluation and the ability to write reports.		Essential	Application Form & Interview
11. Understanding of existing youth		Desirable	Application Form & Interview

<p>provision in the voluntary and statutory sector and other agencies working with trans young people.</p>			
	<p>12. Enthusiastic and committed approach to work with young people.</p>	<p>Essential</p>	<p>Application Form & Interview</p>
	<p>13. Motivated and flexible to work independently and as part of a team in delivery of projects.</p>	<p>Essential</p>	<p>Application Form & Interview</p>