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September 2018

Dear Applicant,

Thank you for your interest in the post of **Greenwich and Croydon LGBTQ Youth Coordinator**

In addition to this application pack, please find the following supporting documents on our website:

- Application Form (mandatory)
- Monitoring Form (mandatory)
- Guidance for Applicants
- METRO's 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.

The completed application form together with the Monitoring Form should be sent to arrive by no later than: 12:00pm on Wednesday 26<sup>th</sup> September 2018.


- Preferably by email to [recruitment@metrocharity.org.uk](mailto: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.
- Or by post or hand to Human Resources Manager, METRO, N206 Vox Studios 1-45 Durham Street, London SE11 5JH

Interviews for this post will be held on Wednesday 3<sup>rd</sup> October 2018.

For further information regarding this post please contact our Director of Operations via email in the first instance: [andrew@metrocharity.org.uk](mailto:andrew@metrocharity.org.uk).

We look forward to hearing from you.

Best wishes,



Greg Ussher  
Chief Executive Officer

## **METRO Youth Greenwich and Croydon LGBTQ Youth Coordinator Job Description**

### **General Information**

<b>Job title:</b>	Greenwich and Croydon LGBTQ Youth Coordinator
<b>Salary:</b>	£28,171
<b>Working hours:</b>	Full-time (35 hours a week)
<b>Responsible to:</b>	Director of Operations
<b>Accountable to:</b>	Head of Integrated Youth Services
<b>Responsible for:</b>	Coordinator responsibilities to support overall METRO Youth domain, 'Diversity, Relationships and Sex Education Programme' in Greenwich, the Bridge LGBTQ youth groups and training sessions for professionals in Croydon.
<b>Job location:</b>	METRO Offices and Outreach
<b>Date:</b>	31 <sup>st</sup> September 2019 with possible extension

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### **Job Summary**

The Greenwich and Croydon LGBTQ Youth Coordinator will be responsible for the coordination of a range of tasks in support of the METRO youth domain including supporting and supervising staff and taking the lead on discrete projects such as international partnerships. This work supports the role of the Head of Integrated Youth who works part-time Wednesday to Friday.

The role will also entail delivering the METRO Relationships, Sex and Diversity Programme to deliver workshops about sexuality and gender identity to students and staff in secondary schools and colleges across the Royal Borough of Greenwich.

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They will lead the delivery of two LGBTQ youth groups in Croydon, taking charge of promotion, assessment, planning, monitoring and evaluation. They will also deliver training about sexuality and gender identity to professionals in Croydon.

### **Job Functions/Responsibilities**

1. Support of METRO Youth domain as point of contact for METRO Youth enquiries on Mondays and Tuesdays.
2. Point of support for Lead LGBTQ Youth Workers on Mondays and Tuesdays.
3. Contribute content and delivery to METRO Youth staff days for team development. Chair of team meetings / training which are organised on Mondays and Tuesdays.
4. Modelling best practice and giving feedback for less experienced staff – at youth groups and training sessions.
5. Lead on international youth networks and partnerships.
6. Support recruitment in the youth domain – shortlisting and interviewing.
7. Additional tasks and projects that arise, as agreed.
8. Lead the development of the new Relationship, Sex and Diversity Programme, finalising resources together with staff across METRO's Youth, Sexual Health and Community domains.
9. Deliver the Relationship, Sex and Diversity Programme across schools and colleges in Greenwich, a new accreditation scheme which will set the standard for sexuality and gender identity inclusion. This work will include the development of materials, liaising with schools and colleges and delivering sessions. The programme will feature a set of 7 elements, 3 of which will be delivered to young people, 3 of which will be delivered to schools staff and one of which will focus on promoting METRO's wider service offer.
10. Lead the work of delivering the METRO LGBTQ Youth group in Croydon:
  - a. The Bridge youth group for lesbian, gay, bisexual, transgender and questioning (LGBTQ) 11 to 16 year old young people in Croydon.
  - b. The Bridge youth group for lesbian, gay, bisexual, transgender and questioning (LGBTQ) 17 to 25 year old young people in Croydon.

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11. Lead the delivery of training sessions about sexuality and gender identity to staff working with young people across Croydon.
  12. Coordinate and support the work of sessional and volunteer youth workers at each session, including supervision of two support workers at the Bridge.
  13. Hold quarterly supervision and annual PDPs with sessional staff of the Croydon Youth group.
  14. 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.
  15. Plan and facilitate an activity programme for the youth groups across 6 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. This planning should involve the participation of young people.
  16. Lead the delivery and evaluation of workshop sessions for students and staff, including collecting and recording the required data of the participants.
  17. Complete reporting templates to deadline and provide any additional information as requested.
  18. Help in devising suitable publicity and promotion for METRO Youth and to support service development of METRO Youth and METRO more broadly.
  19. Ability to represent the 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, Needs Assessment, etc.)

### **Other Duties**

20. Attend team meetings and regular supervision and to undertake appropriate training as agreed.
21. Any other duties as may be reasonably required and negotiated with the line manager and a flexible approach to shifting contract targets.

22. Adhere to METRO policies and procedure at all times.

23. Ensure sensitive and confidential recording of information in accordance with the Data Protection Act, GDPR and METRO's Information Governance Policies.

### Greenwich and Croydon LGBTQ Youth Coordinator

Qualification, Knowledge & Experience	Skills and Abilities	Essential or Desirable	Application Form, Interview, Presentation
1. Positive lesbian, gay, bisexual or transgender identity. (Employment equality sexual orientation regulations 2003)		Essential	Application Form
2. Safeguarding knowledge, understanding of confidentiality and knowledge of Fraser Guidelines.		Essential	Application Form & Interview
3. Recognised youth work or other related education, health or social work qualification		Essential	Application Form
4. At least 3 years' experience of working with either LGBTQ people or young people in a paid or voluntary capacity.		Essential	Application Form & Interview
5. Thorough		Essential	Application Form

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

	professionally represent METRO		
13. Understanding of existing youth provision in the voluntary and statutory sector and other agencies working with LGBTQ young people.		Essential	Application Form & Interview
	14. Enthusiastic and committed approach to work with young people.	Essential	Application Form & Interview
	15. Motivated and flexible to work independently as part of a team in delivery of the projects.	Essential	Application Form & Interview