
September 2018

Dear Applicant,

Thank you for your interest in the post of **Lead LGBTQ Youth Worker (Greenwich and Bexley)**. 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 26th September 2018.

- Preferably 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.
- 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 Thursday 4th October 2018.

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

We look forward to hearing from you.

Best wishes,



Greg Ussher
Chief Executive Officer

METRO Youth Lead LGBTQ Youth Worker (Greenwich and Bexley) Job Description

General Information

Job title:	Lead LGBTQ Youth Worker (Greenwich and Bexley)
Salary:	TBC £26,533
Working hours:	0.4 (14 hours a week)
Responsible to:	Director of Operations
Accountable to:	Head of Integrated Youth Services
Responsible for:	Delivery of METRO LGBTQ youth groups in Greenwich and Bexley
Job location:	METRO Offices and Outreach
Date:	March 31 st 2019, with possible extension

Job Summary

METRO LGBTQ youth groups provide safe, social spaces for LGBTQ young people to meet and receive support from youth workers and from their peers. The groups provide a structured programme of activities which address key areas such as: 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. They run as 'closed groups' and can be accessed through contacting the Lead youth worker for an initial 1-2-1 assessment. Young people set their own programme of activities. The groups also provide opportunities to connect and participate in cross-group events such as Pride, youth summits, social events and other opportunities.

The Lead LGBTQ Youth Worker will lead the delivery of two LGBTQ youth groups in the Royal Borough of Greenwich and London Borough of Bexley, taking charge of promotion, assessment, planning, monitoring and evaluation.

Job Functions/ Responsibilities

1. Lead the work of delivering the METRO LGBTQ Youth group:
 - a. Shine youth group for lesbian, gay, bisexual, transgender and questioning (LGBTQ) 16 to 25 year olds in Greenwich and Bexley (runs on Tuesday evenings in Woolwich)
 - b. Zest youth group for lesbian, gay, bisexual, transgender and questioning (LGBTQ) 11 to 16 year old in Greenwich and Bexley (runs on Friday early evenings in Bexleyheath)
2. Ensure premises, staff and resources are ready for each session, ensuring the safety of workers and young people in line with risk assessments.
3. Support operational guidelines for the all group work and keep accurate data records of each group session.
4. Coordinate and support the work of sessional and volunteer youth workers at each session.
5. 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.
6. 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.
7. Lead the delivery and evaluation of workshop sessions for students and staff, including collecting and recording the required data of the participants.
8. Complete reporting templates to deadline, risk assessments and provide any additional information as requested.
9. Help in devising suitable publicity and promotion for METRO Youth and to support service development of METRO Youth and METRO more broadly.
10. 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, Needs Assessment, etc.)

Other Duties

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

Lead LGBTQ Youth Worker (Greenwich and Bexley)

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 2 years' experience working with either LGBTQ		Essential	Application Form & Interview

people or young people in a paid or voluntary capacity.			
5. Thorough 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.		Essential	Application Form & 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.		Desirable	Application Form & Interview
	11. Enthusiastic and committed approach to work with young	Essential	Application Form & Interview

	people.		
	12. Motivated and flexible to work independently as part of a team in delivery of the projects.	Essential	Application Form & Interview