

April 2019

Dear Applicant

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

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 Equal Opportunities Policy Statement (separately attached)
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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 no later than **9am on 23 April 2019** either:

- By post or hand to Human Resources Officer, 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 for this post will be held on **29th April 2019**.

For further information regarding this post, please contact the line manager of the role, Niazy Hazeldine on 020 8305 5000 or via email to niazy@metrocharity.org.uk.

We look forward to hearing from you.

Best Wishes,

Helen Barnes, Head of Human Resources

METRO Youth Greenwich LGBTQ Youth Coordinator Job Description

General Information

Job title:	Greenwich LGBTQ Youth Coordinator
Salary:	£26,533 pro rata equating to £15,919.80 pa
Working hours:	3 days a week (21 hours a week)
Responsible to:	Director of Operations
Accountable to:	Interim Youth Manager
Responsible for:	Coordinator. Responsibilities to support overall METRO Youth domain, 'Diversity, Relationships and Sex Education Programme' and training sessions for professionals in Greenwich.
Job location:	METRO Offices and Outreach
Date:	31 st March 2020 with possible extension

Job Summary

The Greenwich LGBTQ Youth Coordinator will deliver the METRO Relationships, Sex and Diversity Programme, leading workshops about sexuality and gender identity to students and staff in secondary schools and colleges across the Royal Borough of Greenwich.

The role will also be responsible for the coordination of a range of tasks in support of the METRO Youth domain, including leading on the delivery of professional training in Greenwich and contributing to the development of youth participation in the domain.

Job Functions/ Responsibilities

1. Lead the development of the Relationship, Sex and Diversity Programme in Greenwich, finalising resources together with staff across METRO's Youth, Sexual Health and Community domains.

2. Deliver the Relationship, Sex and Diversity Programme across schools and colleges in Greenwich, an 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 seven elements, three of which will be delivered to young people, three of which will be delivered to school staff and one of which will focus on promoting METRO's wider service offer.
3. Lead the delivery and evaluation of workshop sessions for students and staff, including collecting and recording the required data of the participants.
4. Complete reporting templates to deadline and provide any additional information as requested.
5. Support of METRO Youth domain as a point of contact for METRO Youth enquiries.
6. Modelling best practice and giving feedback for less experienced staff – at youth groups and training sessions.
7. Lead on youth participation in the Youth domain.
8. Support recruitment in the Youth domain – shortlisting and interviewing.
9. Additional tasks and projects that arise, as agreed.
10. Lead the development of the Relationship, Sex and Diversity Programme in Greenwich, finalising resources together with staff across METRO's Youth, Sexual Health and Community domains.
11. Deliver the Relationship, Sex and Diversity Programme across schools and colleges in Greenwich, an 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 school staff and one of which will focus on promoting METRO's wider service offer.
12. Lead the delivery and evaluation of workshop sessions for students and staff, including collecting and recording the required data of the participants.
13. Complete reporting templates to deadline and provide any additional information as

requested.

14. Help in devising suitable publicity and promotion for METRO Youth and to support service development of METRO Youth and METRO more broadly.
15. 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, Needs Assessment, etc.)

Other Duties

General

1. Adhere to METRO policies and procedure 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 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 the 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

Qualification, Knowledge & Experience	Skills and Abilities	Essential or Desirable	Application Form, Interview, Presentation
1. Positive about lesbian, gay, bisexual or transgender identities.		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		Desirable	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 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. Ability to communicate clearly and offer informal support in a	Essential	Application Form & Interview

	sensitive and non-judgmental manner.		
	8. Experience of monitoring and evaluation and the ability to write reports.	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. Proven ability to develop and review training resources to maintain a high standard.	Essential	Application Form & Interview
	11. Good communication and presentation skills and the ability to professionally represent METRO.	Essential	Application Form & Interview
12. Understanding of existing youth provision in the voluntary and statutory sector and other agencies working with LGBTQ young people.		Essential	Application Form & Interview
	13. Enthusiastic and committed approach to work with young people.	Essential	Application Form & Interview
	14. Motivated and flexible to work independently or as part of a team in the delivery of projects.	Essential	Application Form & Interview