

April 2019

Dear Applicant

Thank you for your interest in the post of **Lead LGBTQ Youth Worker (Croydon)**.

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 **9:00am on 16th May 2019** either:

- By post or hand to Human Resources Officer, METRO, Vox Studios, 1-45 Durham Street, London SE11 5JH
- OR 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.

Interviews for this post will likely be held on **21st May 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](mailto:niazy@metrocharity.org.uk).

We look forward to hearing from you.

Best Wishes,

Helen Barnes  
Head of HR and Volunteering

## METRO Youth Lead LGBTQ Youth Worker (Croydon) Job Description

### General Information

<b>Job title:</b>	Lead LGBTQ Youth Worker (Croydon)
<b>Salary:</b>	£26,533 pro rata equating to £10,613.20pa
<b>Working hours:</b>	Part time (14 hours a week)
<b>Responsible to:</b>	Director of Operations
<b>Accountable to:</b>	Acting Youth Manager
<b>Responsible for:</b>	The Bridge LGBTQ youth groups and training sessions for professionals in Croydon.
<b>Job location:</b>	METRO Offices and Outreach/Groups in Croydon
<b>Date:</b>	31 <sup>st</sup> March 2020, with possible extension

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### Job Summary

The primary responsibility of the post holder is to lead METRO Bridge youth group in Croydon for lesbian, gay, bisexual, transgender and questioning (LGBTQ) young people. There is a secondary focus on training professionals who work with young people in Croydon, on aspects of sexual orientation and gender identity.

The Croydon youth groups provide a structured programme of activities for young people under 16, as well as over 16, and 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, creative arts projects and other opportunities.

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The sexual orientation and gender identity diversity training for professionals will involve partnership working with a range of professionals in Croydon, and delivering awareness raising sessions to different groups. This could be working in schools with teachers and teaching assistants; working with generic youth workers around diversity or talking with social care professionals. The post holder will build on our existing contacts in the Croydon area, and be responsible for outreaching to new groups and organisations.

The post-holder will take responsibility for show-casing best practice in our work in Croydon and promoting our youth group offer to a wide range of young people. When working with professionals they will be able to further showcase the work that we do in the local area.

### **Job Functions/ Responsibilities**

1. Lead the work of delivering the METRO LGBTQ Youth group on Tuesday evenings 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.
2. Coordinate and support the work of sessional and volunteer youth workers at each session, including supervision of two support workers at the Bridge.
3. Hold quarterly supervision and annual PDPs with sessional staff of the Croydon Youth group.
4. 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. 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.
6. Lead the delivery of training sessions about sexuality and gender identity to staff working with young people across Croydon.

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7. Support of METRO Youth domain as a point of contact for METRO Youth enquiries.
  8. Modelling best practice and giving feedback for less experienced staff – at youth groups and training sessions.
  9. Support recruitment in the youth domain – shortlisting and interviewing.
  10. Additional tasks and projects that arise, as agreed.
  11. Lead the delivery and evaluation of workshop sessions for students and staff, including collecting and recording the required data of the participants.
  12. Complete reporting templates to deadline and provide any additional information as requested.
  13. Help in devising suitable publicity and promotion for METRO Youth and to support service development of METRO Youth and METRO more broadly.
  14. 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.)

## 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 and 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		Essential	Application Form
4. At least 2 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		Essential	Application Form

they may affect young people.			& 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 professionally represent METRO.	Essential	Application Form & Interview
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