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Until 2022



10 June 2022

Dear Applicant

Thank you for your interest in the post of **Young Greenwich LGBTQ+ Youth & Schools Lead**

In this pack you will find:

- Job Description
- Person Specification

On our website you will find:

- Application Form
- Guidance Notes for Applicants
- Monitoring Form
- Our 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.

Your completed application form together with your completed monitoring form should be sent to arrive **no later than 9:00am on 24th June 2022**, by email to recruitment@metrocharity.org.uk. Please include your full name in the message subject line. Your email including attachments must not exceed 5MB in size. We cannot accept applications by post at this time.

Interviews, likely held over Zoom, will take place in the **week beginning 4th July 2022**.

For further information regarding this post please contact **David Hopkinson on 020 8305 5000 or by email david.hopkinson@metrocharity.org.uk**

We look forward to hearing from you.

Best wishes

Andrew Evans, CEO

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Job description

Key details

| | |
|--------------------------|---|
| Job title | Young Greenwich LGBTQ+ Youth and Schools Lead |
| Employment status | Full-time |
| Duration | Contract until 31 March 2025 with possibility of extension |
| Salary/Wage | £28,171 per annum |
| Hours | 35 hours a week, Monday – Friday with some occasional evening and weekend working. |
| Line manager | Youth Manager |
| Coordinated by | Head of Sexual & Reproductive Health and Youth |
| Employer | METRO Charity (The Metro Centre Ltd) |
| Location | Main location of work is METRO Greenwich, Bexley, local schools and colleges with some time spent in the four Greenwich local youth hubs and surrounding areas. |

Job outline

The Young Greenwich LGBTQ+ Youth and Schools lead will deliver two weekly youth groups and our LGBTQ+ inclusivity training for Greenwich schools.

They will develop and deliver the promotion, planning, and partnership working with schools, as well as assessments and monitoring and evaluation.

METRO Youth groups are youth-led, and the role will involve facilitating young people's design of their own programme of activities and empowering them to take ownership of the space. The post holder will manage sessional staff and volunteers to deliver the weekly groups across both boroughs.

As a lead within the Youth domain, this role will also be responsible for recruiting, supervising and retaining our Youth Volunteers. The role will support the Youth Manager in day to day running of the domain.

Programme

The Young Greenwich Partnership (YGP) is an integrated programme commissioned by the Royal Borough of Greenwich. The key purpose of the YGP is to enable young people to develop holistically, working with them to facilitate their personal, social, and educational aspirations with

an aim to develop their voice and reach their full potential. The YGP is led by NHS Oxleas Foundation Trust (Oxleas) and delivered with our partners Charlton Athletic Community Trust (CACT). The YGP delivers seamlessly in and out of schools, youth hubs and other community venues with strong pathways for pupils in schools into community-based activities and support and vice versa.

Main tasks

1. Develop, deliver and evaluate a training programme for school staff and governors aimed at addressing LGBTQ+ discrimination. The training will cover:
 - Different sexual orientation and gender identities
 - How to challenge discriminatory language and behaviour effectively
 - Equalities Law
 - How to support LGBTQ+ students
 - Creating an inclusive curriculum and using a whole-school approach
2. Support senior management and governors in reviewing and developing policy and procedures relating to sexual orientation and gender identity
3. Support subject leads in schools to review and develop an inclusive RSE Curriculum
4. Support schools in the creation of LGBTQ+ ally groups, initiating school celebration days, school equalities steering groups
5. Lead the delivery and evaluation of workshop sessions for students and staff, including collecting and recording the required data of the participants.
6. Empower young people at Zest and Shine groups (weekly groups for lesbian, gay, bisexual, trans, non-binary, queer and questioning young people) to take ownership of the group space, giving them the lead to plan an engaging and challenging programme of activity for their youth groups, across six 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.
7. Contribute content and delivery to METRO Youth domain staff days for team development. Chair of relevant meetings and training sessions.
8. Modelling best practice and giving feedback for less experienced staff – at youth groups and training sessions.
9. Lead on volunteer recruitment, supervision and retention of volunteers for the domain.
10. Be on call for safeguarding concerns that occur on Thursdays and Fridays, assessing risk and providing advice and guidance to frontline staff who may be dealing with safeguarding disclosures, incidents or emergencies.
11. Complete reporting to deadlines, risk assessments and provide any additional information as requested.

Other duties

1. Adhere to METRO policies and procedures 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, GDPR regulations 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 your 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

| Knowledge & Experience | Skills & Abilities | Essential /Desirable | Application /Interview |
|--|---|----------------------|------------------------------|
| Identifies as LGBTQ+ (Equality Act 2010 Schedule 9 Part 1) | | Essential | Application Form |
| In-depth safeguarding knowledge (including understanding of confidentiality and knowledge of Fraser Guidelines), and experience of handling complex safeguarding concerns. | | Essential | Application Form & Interview |
| Recognised youth work or other related education, health or social work qualification | | Essential | Application Form |
| At least 3 years' experience working with either LGBTQ+ people or young people in a paid or voluntary capacity. | | Essential | Application Form & Interview |
| Thorough understanding of; (a) the issues young LGBTQ people in schools from a Primary Level and (b) the challenges of supporting/ working with LGBTQ young people in mainstream settings. | | Essential | Application Form & Interview |
| Understanding of equalities issues as they may affect young people and the ability to plan, facilitate and evaluate activities to address these issues. | | Essential | Application Form & Interview |
| | Understanding of schools, policies, and governance structures and ability to advise and train senior representatives in these forums. | Essential | Application Form & Interview |
| | Proven ability to develop, deliver and review training resources to maintain a high standard. | Essential | Application Form & Interview |
| Experience of one to one work with young people including assessments. | | Desirable | Application Form & Interview |

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| | Ability to communicate clearly and offer informal support in a sensitive and non-judgmental manner. | Essential | Application Form & Interview |
| Experience of monitoring and evaluation and the ability to write reports. | | Essential | Application Form & Interview |
| Experience of youth participation and developing strong working relationships to ensure service is developed by young people. | | Desirable | Application Form & Interview |
| | An enthusiastic and committed approach to work with young people. | Essential | Application Form & Interview |
| Experience managing volunteers, including conducting 1:1 supervision. | | Essential | Application Form & Interview |
| | Motivated and flexible to work independently as part of a team in the delivery of the projects. | Essential | Application Form & Interview |