**Emerge Trans Youth Worker (18.5 hours per week)**

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| **Salary and working hours** | £24,913 (pro-rata, approx. 50%) for 18.5 hours per week, including Saturdays and evenings,  with up to 5% matched pension contributions. |
| **Based at** | Birmingham LGBT Centre in central Birmingham. |
| **Paid annual leave** | 25 days (pro-rata approx. 50%) plus bank holidays. |
| **Reports to** | Sexual Health Services Manager |

**Job Description**

**Overall Aims**  
To work with young trans, non-binary and gender-questioning people in a way that prioritises their safety and personal development, in both group work and one-to-one settings. To organise a programme of activities for the Emerge Youth Group and to provide support and information to its members.

**Responsibilities**

* To carry out face-to-face youth work with young people who identify as transgender, non-binary or gender-questioning, between the ages of 13 and 18, in accordance with Birmingham LGBT’s aims and objectives, policies and procedures.
* To develop the Emerge Youth Group’s social education by providing an engaging, relevant programme of activities.
* To plan and deliver support sessions for young transgender, non-binary and gender-questioning people, including preparing resources and comprehensive session plans for each session.
* To offer a friendly listening ear and emotional support during Emerge Youth Group sessions.
* To assist in the development of the Emerge Youth Group, including promoting it to young people and professionals.
* To encourage young transgender, non-binary and gender-questioning people to get involved in the development of the Emerge Youth Group and the delivery and planning of activities.
* To provide face-to-face individual emotional wellbeing support to young transgender, non-binary and gender-questioning people.
* To provide a safe, welcoming, and inclusive environment for young transgender, non-binary and gender-questioning people attending the Emerge Youth Group, in which they can meet friends, get involved in affirming and self-esteem-raising activities, and seek and offer peer support.
* To provide support and work as part of a team with sessional workers and volunteers.
* To ensure all data collection systems are maintained in line with Birmingham LGBT’s policies and procedures.
* To be aware of, and comply with Birmingham LGBT’s safeguarding policies and procedures and to attend mandatory safeguarding training and refresher sessions, as well as other relevant staff development and learning programmes.
* To ensure all relevant paperwork is maintained in line with Birmingham LGBT’s policies and procedures.
* To provide timely monitoring reports to the Director of Birmingham LGBT.
* To have regular meetings with the line manager.
* To participate in staff meetings and staff development opportunities, including in-service training, monitoring and evaluation.
* To ensure the Emerge Youth Group is run in accordance with Birmingham LGBT’s policies and procedures and to comply with them at all times.
* To promote the professionalism of Birmingham LGBT and the services it provides.
* To undertake any other duties that are commensurate with the post.

**Person Specification**

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|  | **Essential Criteria** |
| 1. | Relevant experience in youth work provision and delivery in the LGBT voluntary sector and/or mainstream services. |
| 2. | Significant experience of facilitating groups of young people (through work experience and/or education). |
| 3. | Experience working in a team and effectively managing relationships, teamwork, shared responsibility, conflict, and other team issues. |
| 4. | An understanding of the issues facing young transgender, non-binary and gender-questioning people. |
| 5. | In-depth experience of working with vulnerable young people. |
| 6. | An awareness of current legislation and safeguarding procedures relating to children and young people. |
| 7. | Clear understanding of the nature of confidentiality and boundary issues and the need for strict adherence to our confidentiality policy. |
| 8. | Good verbal and written communication skills. |
| 9. | Ability to demonstrate strict adherence to organisational policies and procedures. |
| 10. | Demonstrate an understanding of the current relevant legislation relating to young people. |
| 11. | Demonstrate an understanding and commitment to equal opportunities and diversity. |
| 12. | Demonstrate strong IT skills and an ability to use Microsoft Office, email, internet, calendar management, social media and other digital platforms. |
| 13. | Ability to use monitoring and evaluation systems effectively. |
| 14. | Highly organised and self-motivated with an ability to prioritise a varied workload. |
| 15. | Ability to work alone as well as in a small team. |
| 16. | Good interpersonal and communication skills relevant to a variety of audiences and stakeholders, including a person-centered approach to working with LGBT communities |
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|  | **Desirable Criteria** |
| 17. | Specific experience of working within a trans youth group setting |
| 18. | Qualification in youth and community work, social work or other relevant field. |
| 19. | Experience of supporting a small team of workers and volunteers |

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