



Spectra

JOB DESCRIPTION – **TRANS/NON-BINARY SESSIONAL GROUP FACILITATOR**

Post details

Job Title: Trans/Non-Binary Sessional Social Group Facilitator

Grade: SO1. 0 Hrs (sessional pay) £13.53 per hour

Line Management: Community Development Coordinator

Main purpose of the job

1. Under the direction of the Community Development Coordinator, to take the lead in setting up social group venues, purchase refreshments, maintain stocks and liaise with managers and other staff to ensure that adequate preparation materials and refreshments are available.
2. In accordance with group schedules set out by the Community Development Coordinator, plan sessions, prepare news items, disseminate service leaflets, safer sex packs and deliver group social sessions for people from across the transgender spectrum and to work with and support all service users to fully engage as appropriate.
3. To ensure all Spectra monitoring is carried out and passed over promptly to the Community Development Coordinator.
4. To ensure an inclusive and supportive environment so that all service users have a chance to express themselves fully. To address concerns and complaints, and to feedback to Spectra's Community Development Coordinator.
5. To keep group social sessions discussions moving in a positive direction and maintain a safe and respectful group environment where the group has taken ownership of what safety and respect mean to them.
6. Provide 1 to 1 support and signposting where appropriate and to signpost and refer as necessary. This may include relationships, transitioning, family, work, access to healthcare, dysphoria, self-harm, navigating education/work challenges etc
7. Support group workshops, skills sharers and guest speakers to ensure the smooth running of planned events.
8. To maintain high levels of data protection and confidentiality, as well as to adhere to all other Spectra policies.

Supervisory responsibility

None

Main responsibilities and tasks

Trans* Sessional Social Group Facilitator duties:

- Attend compulsory training and induction sessions (internal and external) and maintain ongoing training and development identified by Spectra.
- Return Sign Up sheets, recording numbers attending, group evaluation and Spectra 24 Registration forms to the office after every session.
- To signpost to other specialist services where necessary, including Spectra's own services.
- Attend meetings scheduled by your line manager and respond promptly to their messages.

- Always follow Spectra’s Code of Conduct. This covers confidentiality, boundaries, behaviours, data protection, safeguarding, complaints etc.
- Purchase biscuits /fruit and refreshments for the session as required and monitor and maintain stocks at venues. Keep all receipts and submit timely expenses claims on a monthly basis.
- Collate and dispense Trans Services Safe Sex Packs at each session.
- Ensure that Spectra Trans Service leaflets are adequately promoted and disseminated.

SPECTRA standards

Equal Opportunities

Spectra has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote its policy in their own work.

Health and Safety

Spectra is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

Confidentiality and Data Protection

Spectra is committed to maintaining protection of data and privacy of staff and clients. It expects all staff to handle individuals’ personal information in a sensitive and professional manner. All staff are under an obligation not to gain accesses to information they are not authorised to have.

Systems

To use Spectra computers and other technology as directed to ensure their full and proper use and to undertake any necessary training.

Signatures – Role holder

Signed.....

Dated.....

The duties of this post will change over time and will be reviewed and amended as necessary.

Trans/Non-Binary Sessional Social Group Facilitator SPECIFICATION

No.	Criteria/Competences	To be Tested at: (pls tick)		
		Form	Test	Interview

Experience, skills and knowledge				
1.	Identifies as trans, non-binary or gender fluid and is able to facilitate and lead social groups.	✓		
2.	Empathetic, with good interpersonal communication skills			
3.	Good understanding of the wide range of issues faced by transgender and non-binary people.			
4.	Non-judgmental			
5.	Able to commit to the duties of the social group programme.			
6.	Punctual, reliable and organised			
7.	Mature and responsible			
8.	Ability to maintain high levels of data protection and confidentiality, as well as to adhere to all other Spectra policies.			
9.	Willingness to share experiences with others			
	Respectful of personal boundaries and confidentiality.			

Other Factors

1. Commitment to working outside of normal office hours and in particular to working evenings and weekends on a regular basis with broad availability
2. This post is exempt under the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986
3. Ability to work in languages other than English common to the diverse communities in London (desirable)