



This job description is in Calibri Body size 11 font. Should you require this description to be sent in a larger size or read out to you, please contact 0800 801 0400 or email

info@mermaidsuk.org.uk

The Charity

Mermaids has been supporting trans and gender-diverse children, young people, and their families since 1995. Mermaids has evolved into one of the UK's leading LGBTQ+ charities, empowering thousands of people with its secure online communities, local community groups, helpline services, web resources, events, and residential weekends. We also seek to educate and inform wider society on gender identity by helping professionals accommodate and reassure gender-variant young people. Over the years, we've seen many changes in the language and understanding surrounding gender issues but one thing remains the same: transgender children deserve the freedom and confidence to explore their gender identity wherever their journey takes them, free from fear, isolation and discrimination.

Throughout this role description we refer to TPoC; Transgender People of Colour.

TPoC Youth Engagement Officer Role Description

We want to make meaningful, long term and sustainable change to ensure that Mermaids is a charity in which all trans and gender variant people feel included and seen.

Mermaids is committed to supporting trans and gender diverse PoC to challenge inequality. We are determined to establish an integrated model of care and support for young trans people from PoC communities.

Key Objective of the Role

We are looking for an experienced and motivated Mermaids' TPoC Youth Engagement Officer who will work closely with PoC children, young people and their families to raise awareness and build creative initiatives to provide support to TPOC communities around the country.

Through active engagement with young people and community leaders, the successful candidate will lead on reviewing and reflecting on Mermaids inclusion status, developing substantive initiatives to move forward and help ensure that the PoC trans inclusion within Mermaids is meaningful, sustainable and long-term. The successful candidate will have a strategic budget to utilise and a team of staff and stakeholders that is ready to listen, understand, do more and do better. The successful candidate will not be working in isolation, or singly tasked with this level of change. It is the joint responsibility of all Mermaids trustees, staff, and volunteers to ensure that the need to change is a strongly held and ongoing priority.

General responsibilities and duties

1. We expect the first 'phase' of the role would last 2-3 months and would be dedicated to a consultation process. The charity will be following best advice from paid consultants from PoC organisations already engaged by the charity.
2. Lead in identifying where is best to distribute the budget to further Mermaids' outreach and engagement.
3. After the 'phase 1' element of the role, we would expect:
 - a. the individual(s) to continue to optimise engagement and create support mechanisms specifically for PoC young people
 - b. the individual(s) to continue to research and optimise engagement with local and national youth groups that support trans and gender diverse young PoC
 - c. Identify ways to measure youth engagement with Mermaids, capture and analyse data and produce detailed evaluations and reports
 - d. Work with our policy and research team members to identify ways to evidence inequality, to contribute towards substantive change
 - e. Work with the communications team to ensure messaging and campaigns are fully inclusive
4. Work with Mermaids team members to empower youth groups to engage with Mermaids through events and group sessions
5. Establish, support, and develop a Youth Advisory Board with Mermaids team members that will include diverse voices and represent the trans and gender diverse population in an equitable way

This job description is intended as a guide to the main responsibilities of the role, not as an exhaustive list of duties and tasks. We would be interested to hear if you did not think the above to be the best way forward – we are keen to hear your ideas and thoughts throughout.

As expected of every member of staff, the post holder may be required to undertake other duties as and when appropriate. All staff are required to support key activities from time to time such as attending Mermaids' events.

Required Skills

1. Experience of engaging widely with a broad youth audience and organisations
2. Experience of being a service user of an LGBTQI organisation. This may include experience of previous or current homeless/hostile home support services
3. Experience of actively engaging in LGBTQI communities
4. Track record and experience of developing and maintaining stakeholder relationships to achieve organisation strategy and objectives
5. Good knowledge of the UK-wide PoC queer youth sector, especially youth groups and informal education environments
6. Experience in collaborating with and influencing people with different expertise to achieve goals
7. Experience in organising and hosting events for young people
8. Experienced in using Microsoft Word, Excel, and PowerPoint, and engaging on social media

Person Specification

1. An ability to show initiative and self-start
2. Management and leadership skills
3. Multi-tasking and time-management skills, with the ability to prioritise tasks
4. Able to communicate well
5. Professional and well-mannered even when under pressure
6. Committed to the aims and objectives of Mermaids

Equal Opportunities

Whilst we are open to all applications and would sincerely encourage a broad range of candidates to apply, under the Equality Act 2010, Mermaids may choose to take positive action in offering the role to a PoC applicant due to the occupational requirements associated with the role. This is necessary and appropriate, in recognition of the harmful impact of systemic racism from white communities within the charity sector.

We are committed to applying our equal opportunities policy at all stages of recruitment and selection.

Data Collection and Protection

We treat personal data collected during the recruitment process in accordance with our [data protection policy](#) / [policy on processing special category personal data and criminal records](#). Information about how your data is used and the basis for processing your data is provided in our [job applicant privacy notice](#).

TPOC Youth Engagement Officer Role Description

Place of Work: Leeds or London once Covid-19 regulation permits, and it is deemed safe to do so

Working Week: This is a permanent position, 35 hours per week. We would consider a two-person job share and flexible with how and when someone can work to fulfil a role.

Mermaids normal (full time) hours are 9.30am to 5.30pm.

Salary Scale: Between £25k and £28k, dependent upon experience.

Annual Leave: The (full-time) core holiday entitlement is 25 working days per year plus 8 Public Holidays. Part-time roles will have a pro-rata entitlement.

Pension: Mermaids will contribute 6% of salary to the Mermaids pension scheme, 2% will be automatically taken from your salary as the employee contribution.

Probation & notice: The post is subject to a six-month probationary period.

HOW TO APPLY:

Send your CV to recruit@mermaidsuk.org.uk, accompanied by a maximum **500 word** covering letter outlining what you would bring to the charity and what your personal experience will offer Mermaids as a charity. Please include hyperlinks in the letter to relevant material and add **all** social media accounts to the body of the email.

Applications not in the specified format or submitted past the deadline may not be considered. As a children's charity Mermaids must ensure that engagement across social media is appropriate. The successful candidate needs to be respectful of this requirement. Any social media or online activity which is not declared, and/or falls outside of the necessary boundaries during the interview process, and which comes to light on the commencement of employment in this role, may result in dismissal under the terms of the contract.

Deadline for applications: Midnight, 25th September 2020

Interview dates: Initial interviews will take place by phone, second stage interviews will rely on the latest situation regarding COVID-19 controls.

Start date for the role: subject to notice period required.

Due to the high volume of applications that Mermaids receives per position we are unable to provide feedback on individual applications or answer questions from applicants. If applicants have not been contacted by the end of the 29th September 2020 then they should assume their application has not been successful on this occasion.

Mermaids is an equal opportunity employer.

Due to the nature of this role, the successful applicant will be required to pass an Enhanced Disclosure and Barring Service (criminal records) check. As a children's charity this is a minimum requirement, however, will be done in a sensitive manner, and a criminal record will not preclude you from this role, dependant upon the nature of the offence. For trans or non-binary people, there is a sensitive Enhanced DBS service that Mermaids accesses to reduce any possibility of anxiety or distress.