

Sessional Trainer

Guidance for applicants

September 2022

If you require this application pack in another format, for example in large print, please contact Claudia Russo at the Equality Network, by email at claudia@equality-network.org.

Thank you for considering an application for the Sessional Trainer post. The documents that you need to apply for this post are:

- The application pack, which includes this guidance, background information, the job description, the person specification, and the outline terms and conditions;
- The application form; and
- The diversity monitoring form.

Please check that you have everything, and if not, please contact Claudia Russo at claudia@equality-network.org

Please note that the deadline for us to receive applications for this post is 9am, Monday 10th October 2022.

If you are disabled and require any adjustment to the application process in order to be able to apply, please contact Claudia Russo as above.

We will shortlist applicants for the post by matching the information given on the application form against the person specification for the post. We will be looking for clear evidence that demonstrates that the applicant's knowledge, skills and experience match the requirements in the person specification. Disabled applicants who meet the essential requirements of the person specification will be guaranteed an interview.

Only information that is clearly provided on the application form can be taken into account in the shortlisting process. Please note that we do not accept CVs, and any information given on a CV cannot be considered.

In completing the knowledge, skills and experience section of the application form, you should address all parts of the person specification.

Please make clear what knowledge, skills and experience you have that is relevant to each part of the person specification, citing whatever evidence you can. We are interested in all relevant experience, not just in paid employment, for example relevant experience in voluntary or family roles. Experience outside of paid employment will be given equal weight when considering the strength of your application.

The presentation of your application form is also important. We would prefer the application form to be edited, and emailed to us. If it is handwritten, please ensure that it is legible and written in black ink, before you scan and email it to us.

The person specification for the post includes strong communication skills, and the standard of writing on the application form, including the organisation of material, clarity, spelling and grammar, will also be taken into account in shortlisting.

Please send your completed application form to us by email to claudia@equality-network.org

Please also complete the diversity monitoring form and return it to us by email to diversity@equalitynetwork.org

Diversity monitoring forms will be handled completely separately from application forms, and no information on the diversity form will be communicated to the shortlisting or interview panel.

Please ensure that your completed application form reaches us by the deadline of 9am, Monday 10th October 2022.

On receipt of your application form, it will be given an identifying code, and the first two pages including your name and address will then be removed, to anonymise the form before it is copied to the shortlisting panel. If you ask on the second page of the form for any adjustments to the interview process, we will contact you to discuss these.

Applicants who are shortlisted for interview will be contacted by the end of 17th October. Interviews will take place via Zoom a few days after that.

The Sessional Trainer role is funded on a sessional basis according to training delivered. The Equality Network does not guarantee to make any specific number of hours available, but expects to be in a position to

offer the Sessional Trainer up to an average of 10 hours work a week, often in the form of two half day training sessions together with preparation time per week. The Equality Network will offer work hours to the Sessional Trainer at least one week in advance of the proposed work date. The post holder is not obliged to accept any work that we offer, and does not need to give a reason.

It is anticipated that the majority of work offered will take place within normal office hours, 9am to 5pm Monday to Friday, but occasional evening and weekend working may be offered.

Most of the work will be online via Zoom or Teams, including supervision meetings, but may include occasional travel to deliver in-person training in which case travel time would be paid and costs would be reimbursed.

We very much welcome applications from people who want to fit the role around other work and personal commitments. The Sessional Trainer will be able to mark their preferred work availability on an Outlook diary for up to three months in advance and we will utilise that information to offer suitable training work dates/times to the Sessional Trainer.

It is anticipated that the role of the Sessional Trainer will continue indefinitely on a sessional basis, as training requests come in. To date we have seen a year-on-year expansion of training requests and delivery.

Background information

Equality Network, including the Scottish Trans project, has been delivering trans and LGBTI+ awareness training for over ten years. Since 2019, the demand for our training has increased considerably. We are now in a position where multiple 1-hour, 2-hour and 3-hour training sessions are requested by a wide variety of organisations every month. We already have highly regarded training content and session plans that have been carefully developed and tailored to different types of service providers and employers.

Our existing Training Officer responds to all training requests to agree the details and costs of the training desired and then liaises with the sessional trainers to match their diary availability with the training request requirements. We are looking to expand our pool of sessional

trainers to increase our capacity to deliver more training sessions and to offer greater flexibility around training dates and times.

The Equality Network

The Equality Network was founded in 1997. We are a leading Scottish lesbian, gay, bisexual, transgender and intersex (LGBTI) equality and human rights charity. We work to change the law, policy and society of Scotland to deliver full equality for all LGBTI people.

We currently employ seven full-time and six part-time staff, including three full-time staff on the Scottish Trans project. Our office is in Leith, Edinburgh, but most staff are currently working from home.

Our work includes national policy development and influence, community development and engagement, research and consultancy, information and training on LGBTI equality, and we also have specific work focussed on trans equality, intersex equality, and intersectional equality.

www.equality-network.org

@LGBTIScotland on twitter

Scottish Trans

Scottish Trans is part of the Equality Network. It is a national project which began in 2007 and delivers gender identity and gender reassignment equality policy development and advice, community development and engagement, research, information and training.

www.scottishtrans.org

@ScottishTrans on twitter

Sessional Trainer Job description

September 2022

Accountability

The Sessional Trainer will report to the Training Officer.

Principal role

The Sessional Trainer's role is to use our existing training content to provide trans and LGBTI+ awareness training to a wide variety of public, voluntary and private sector service providers and employers (our clients).

Our existing training content is based around messaging we have developed and honed over time and provides clients with increased knowledge and understanding of relevant LGBTI+ terminology, social attitudes and discrimination experiences, and good practice in equality and inclusion that is tailored to their organisation type. Training is delivered through a mixture of PowerPoint presentations, short films and various interactive methods such as small group discussions and case studies.

Our training content undergoes periodic review, redesign and expansion, usually at least annually. At such times, the Sessional Trainer will be offered additional hours to assist in reviewing, redesigning and expanding the training content.

As we are delivering awareness training within a challenging political/media climate, the Sessional Trainer will be expected to uphold our established organisational parameters of messaging tone and content.

Trainers are not under any obligation to disclose anything about their own sexual orientation, gender identity or other personal characteristics or experiences during training sessions, but may do so if relevant and they wish to.

Trainers will report to the Training Officer, but will interact independently within each training session as a representative of Equality Network. The Training Officer will often be present in training sessions to act as

moderator, but the Sessional Trainers will be the ones interacting with clients in the session.

Key responsibilities

- To facilitate online LGBTI+/trans awareness training sessions via Zoom or Teams, usually to 12-24 participants from the client organisation, with possible face-to-face training delivery under exceptional circumstances.
- To attend regular online supervision meetings as well as ad-hoc debriefings as required.
- To maintain an Outlook diary showing anticipated work availability so that specific work hours can be offered efficiently, and to accept or refuse such work hour offers within 3 days of the offer being made.
- To liaise with the Training Officer regarding details of scheduled training and to notify the Training Officer immediately if illness or other unexpected situation prevents delivery of a scheduled training session.
- To liaise with the Training Officer and other Equality Network colleagues to conduct periodic review, redesign and expansion of training content.
- To professionally communicate with clients and positively represent Equality Network.

Demands

- The post holder will be expected to handle a varied workload which will be shaped by the ongoing work and priorities of clients, as well as the ebb and flow of incoming training work.
- The post holder will be expected to represent and champion the equality and human rights of diverse LGBTI+ people, while presenting as accurately as possible their social and legal contexts in Scotland.

- The post will involve engaging constructively with a wide variety of people, including those with very little knowledge of LGBTI+ equality and sometimes those with differing or contentious views.
- Occasionally clients may, during a training session, bring up matters that are personal to them or people they know. The post holder will be expected to engage empathetically with them while upholding professionalism and safeguarding.
- The work can be political and controversial. The post holder will be expected to handle these issues with care and with party political impartiality.
- The work may be subject to inappropriate criticism on social media and elsewhere, and the post holder will need the resilience to handle this without responding.

General responsibilities

- To maintain a record of work done.
- To maintain good relationships with colleagues, clients, volunteers, community members and other stakeholders.
- To comply with the policies of the Equality Network.
- To undertake any other reasonable duties as may be required.

This job description is subject to change in consultation with the post holder.

Sessional Trainer Person Specification

September 2022

Essential

1. An understanding of, and demonstrable commitment to, LGBTI+ and trans equality and human rights.
2. An understanding of how to deliver engaging training sessions that build rapport, hold participants' interest and facilitate constructive group discussions.
3. Strong communication skills, including an ability to explain concepts in accessible terms, and to match communication style to different audiences.
4. Strong interpersonal skills, including the ability and flexibility to work cooperatively and to rise above personal, ideological and other differences, to build relationships and work effectively with a wide range of people.
5. Good self-organisation and time management, including the ability to maintain an Outlook diary of work availability and training commitments and to run training session activities to planned times.
6. Computer literate, including experience of using Zoom and/or Teams.

Desirable

7. Prior experience delivering equalities, LGBTI+ and/or trans awareness training to public, voluntary and/or private sector organisations.
8. Understanding of intersectional equality issues.

Sessional Trainer

Outline terms and conditions of post

September 2022

Place of work:

Our office is at 30 Bernard St, Edinburgh, EH6 6PR.

However, most staff are currently working from home and training is usually delivered online, and we would welcome applications from people living anywhere in Scotland.

IT equipment is provided for working at home.

Employment period:

Ongoing zero-hours sessional contract.

Hours of work:

Part time, sessional work.

The Equality Network does not guarantee to make any specific number of hours available, but expects to be in a position to offer you up to an average of 10 hours work a week. You are not obliged to accept any work that we offer, and you do not need to give a reason.

It is anticipated that the majority of work offered will take place within normal office hours: 9am to 5pm Monday to Friday, but occasional evening and weekend working may be offered.

Salary:

Your salary is £15.62 per hour (this is equivalent to SJC point 27, AP 4.1, £28,429 full time). The Equality Network will pay you for one additional hour for each 6½ hours you work, as the equivalent of holiday pay.

Salary increases are at the discretion of the Board and are dependent on the financial circumstances of the organisation.

Salary is paid monthly in arrears, on the 25th of the following month.

Annual leave:

The Equality Network will pay you for one additional hour for each 6½ hours you work, as the equivalent of holiday pay.

Sickness absence:

If you are unable to carry out agreed work for any reasons including illness, you should notify your line manager as soon as possible.

If you are unable to carry out agreed work due to sickness, we will pay you for the work. This will be subject to a maximum payment of 1/13th of

your pay for the previous 12 months, rising to 3/13th after you have worked for us for two years.

Pension:

The Equality Network will contribute a sum equal to 8% of your salary to a pension scheme with the Equality Network's group provider, or with another provider of your choice.

A contracting-out certificate under the Pensions Schemes Act 1993 is not in force for this employment.

Probationary and notice periods:

The post is subject to a three month probationary period. During this period, you are entitled to receive, and are required to give, at least 2 weeks' notice of termination, which must be in writing. After successful completion of the probationary period, you are entitled to receive, and are required to give, at least one month's notice in writing of termination.

Expenses:

Expenses incurred in the course of your work will be reimbursed. Where significant expenses are anticipated, an advance will be available. Staff are expected to use public transport where this is practical. Mileage is paid at the following rates:

- Car: 45p per mile for the first 100 miles and 25p per mile after 100 miles
- Bicycle: 20p per mile