



**ANDRO
&
EVE**

GENDER AWARENESS TRAINING

Andro and Eve Ltd
364 - 366 Cemetery Road
Sheffield
S11 8FT

Job Title

Gender Awareness Trainer

March 2022

Andro and Eve is looking to recruit one or two freelance Gender Awareness Trainers based in the North of England with a strong set of skills and experiences.

Thank you for your interest. You'll find everything you need to know about the role and how to apply below. Should you have any questions or would like to have an informal conversation about the role before applying, there are further details in this pack about this.

About Andro and Eve

Andro and Eve is an arts organisation that creates unique, feel good events to celebrate queer culture. We programme film, performance, and music that explores queer stories, often focusing on voices that are otherwise marginalised, to reflect and celebrate the diversity that exists within the LGBTQIA+ community. We provide accessible opportunities for the community to come together, develop their understanding, and share in memorable experiences.

Based in Sheffield, we are the creators of *The Kingdom Come*; the largest drag king cabaret outside of London, queer party series *A Reyt Queer Do*; platforming new queer performance talent, and produce immersive film screenings. Our talent development strand has seen us

deliver drag king workshops, and we have continued to work with communities across South Yorkshire and the UK throughout the pandemic through online workshops and print outputs.

During 2020 we developed a Gender Awareness Training package. We have been delivering this since Spring 2021 to organisations throughout the UK in order to fulfill our mission to see better representation and inclusive practices for the LGBTQ+ community across a range of services and sectors. Demand for this training offer has grown substantially in the last six months. To meet this demand we are recruiting for experienced facilitators to join our team on a freelance basis.

About our Team

We are a small team supported by a Board of Directors who have a wide range of business, finance and HR experience. The current team includes an Artistic Director / CEO, Finn Warman, who currently facilitates all our Gender Awareness training and an Assistant Producer, Martha Adebambo. We also work with a core team of volunteers who support our events and marketing activity.

We ensure our team has adequate support and training to do their jobs effectively and we provide regular check-ins for all.

Our Values

Unique & Playful

We create high quality events and products with a sense of play, and believe creativity needs space, time and resources in order to flourish.

Representative and Accessible

We programme artistic content that is representative of a broad range of identities and experiences, and aim to create spaces that are accessible to all.

Empowering and Proud

We are proud of our lived experiences and aim to create opportunities that empower others to embrace their full selves and develop their own creativity, skills and talents.

We are committed to working in ways that fight structural inequalities and systemic oppression, and support anti racist practices. We are currently further developing as an inclusive organisation where access and care is embedded and people's needs are met.

www.androandeve.com

About the Role: -

The Gender Awareness Trainer/s will facilitate our Gender Awareness Training. This is a bespoke, interactive training session we have developed and designed, supported by a range of training materials including slides and handouts. Its aim is to help organisations better meet the needs of audiences, service users and clients who are transgender or gender expansive. Our online sessions are supported by another member of the Andro and Eve team. You can find out more about this training here.

<https://androandeve.com/gender-awareness-training/>

This freelance role is designed to both increase the capacity of Andro and Eve to deliver Gender Awareness Training and to give an experienced facilitator the opportunity to develop specialist skills and knowledge.

This role is offered with the understanding that no work is guaranteed and opportunities will be shared dependent on the needs of the business.

Responsibilities

Training / Facilitation

- Liaising with the artistic director to organise availability for Gender Awareness Training
- Undertaking training, including observation of sessions to learn the content of the Gender Awareness Training sessions.
- Act as lead facilitator for the Gender Awareness Training, helping individuals and teams meet the learning outcomes of the training, and supporting peer discussions.
- Feed into evaluation of the Gender Awareness Training to support its development.
- Ensure that all policies and procedures, such as health and safety, equal opportunities and safeguarding are adhered to.

Please note - as this is a freelance opportunity, we do require you to have use of your own laptop or computer with a working camera in order to be able to carry out this work.

Person Specification

These are the skills, experiences and qualities we think are either required or desirable for this role.

Essential Experience

- Minimum 3 years experience in developing and delivering workshops or training sessions for adults.
- Experience of working in any sector in a public facing role, demonstrating an ability to communicate with and support members of the public.
- Experience of working with children, young people or adults with a range of learning styles and access needs.
- Experience of working with safeguarding best practice.

Essential Skills and Knowledge

- Strong communication, teamwork and interpersonal skills.
- Excellent facilitation skills, demonstrating ability to support group learning and meet learning outcomes.
- Strong organisational skills, with ability to plan, manage time and achieve outcomes.
- Good IT skills with working knowledge of Microsoft Powerpoint and Zoom.
- Understanding of, and commitment to Equality and Inclusion.
- Able to create inclusive, supportive and accessible spaces.

Essential Qualities

- An interest and enthusiasm for the work and values of Andro and Eve.
- Understanding of, or interest in learning about participatory arts practices.
- Flexible and responsive.
- Willingness to learn new skills and apply them with confidence.
- Willingness to work evenings.

Not Essential but Desirable

- Experience using Google Suite / Google Forms.
- Familiarity with the arts and third sector.

Contract Details

Responsible to -
Artistic Director

Contract Type
Freelance. To work on an ad hoc basis Tuesdays - Fridays

Fee: -
£210 for 2.5hr session - online delivery
£225 for 2.5hr session - in person delivery plus travel expenses covered
Prep Time / Training paid at £15 / hour
£300 Day rate - where two sessions are delivered on the same day - online or in person.

Benefits
6 hours of training (minimum) given before delivery of first session, to include shadowing work.

Location
North of England - While our training offer is available for companies across the UK, and we frequently deliver online sessions, we tend to mostly work with clients based in Yorkshire and the North of England. Therefore the ability to travel easily to locations in South and West Yorkshire and the North of England is important.

Hours
Flexible. A standard training session is 2.5 hours long, with a 10 minute comfort break, with time needed either side of the session for set up and debrief. This role will require some evening work. We will aim to give at least 6 weeks notice for any bookings.

We are keen to work with you to make the role fit around your other commitments.

References
Any offer is subject to receipt of satisfactory references.

You will be registered as self employed and responsible for your own National Insurance and tax

Application Deadline: 9am Tuesday 3 May
Interview dates: w/c 9th May
Start Date: 30th May (though this is flexible)

As well as supporting a wide range of artists, our team have lived experiences that enable them to support inclusive practices. We particularly encourage applications from those currently under-represented within the UK arts sector, including those of Black, Asian or global majority ethnicities, those who have faced socio - economic barriers, those who identify as LGBTQI+ and those who are disabled or neurodiverse.

To Apply

Access and Inclusion

If you require this Recruitment Pack in a different format please don't hesitate to let us know. Contact hello@androandeve.com

If you have any other questions or would like to discuss the role further, please contact Finn Warman Artistic Director / CEO at finn@androandeve.com

Applications to be sent to hello@androandeve.com with the subject marked - 'Application - Gender Awareness Trainer

Deadline for Applications - 9am Tuesday 3 May

Please send us a covering letter (no longer than 2 sides of A4) or alternatively a video / audio file of no more than 6 minutes in length, detailing your relevant experience and reasons for applying for this role, keeping the Person Specification in mind.

Please also send us an up to date CV (no longer than 2 sides of A4). It is not necessary to list your education details if you don't want to. You do not need any formal qualifications or a degree for this role.

We do not expect you to submit references at this stage of application, but please have two people in mind who know you in a professional capacity that, if successful, we will contact as referees.

Please ensure that your CV and covering letter are attached to your email as separate documents and that each have your name in the title.

Please also complete the Equal Opportunities Monitoring Form found online here > .
<https://forms.gle/9UuyAMnQAt22dF2s5>

Checklist when applying

- Covering Letter (or video / audio file)
- CV
- Online Equal Opportunities Form (link above)

We encourage applications from those with less visibility in the arts and are committed to a policy of equal opportunities which requires that all staff, freelance contractors, volunteers and artists are treated fairly irrespective of their age, race, ethnicity or national origin, gender, sexual orientation or any disability. This is why we ask you to complete the Equal Opportunities Monitoring Form so we can check our impact in this area.