



TransActual Admin Officer – Job Pack

Key information

Key dates

Application deadline: Friday 31st May 2024, 5pm

Interviews: week beginning 17th June 2024, via Zoom

Start date: July 2024

Hours and salary

7.5 hours a week, a total salary of £5,460 a year (£27,300 pro rata).

Your working pattern can be flexible around other commitments and your accessibility needs upon agreement with your line manager.

Due to the regulations we have to follow, you must be UK based and eligible to work in the UK. However, because this is a role where you will be working remotely, you can work from anywhere in the UK.

We particularly welcome and encourage applications from trans people, Black People and People of Colour, neurodivergent people and disabled people.



The Role

The Admin Officer Role is a good opportunity for someone looking for a part-time role and who wants to be involved in working to bring about change for trans people in the UK. In addition to providing admin support to TransActual's Director of Operations + Director for Healthcare, the successful applicant will be managing the organisation's public facing inbox, supporting ongoing work to develop our organization, and providing finance-related support such as raising and sending invoices.

We're looking for someone who is organised, who is able to adapt their written communication to a wide range of audiences, and who communicates well when working in a small team.

An in depth understanding of trans people's lived experiences is absolutely essential. This understanding can come from your own lived experience. You will demonstrate a strong understanding of and commitment to equity, particularly in relation to race equity and disability equity.

You'll find more information about the role and our expectations of the successful applicant in the [Job Description](#) and [Person Specification](#).

About TransActual

TransActual is a trans run Community Interest Company that works with and for the UK's trans communities.

We are working to improve:

1. Trans people's experiences of healthcare.
2. Legal recognition & protections for trans people.
3. The media's representation of trans people.

TransActual currently has a board of 5 directors, all of whom are trans (including non-binary). A range of genders, ages, (dis)abilities, ethnic heritages, sexual and romantic orientations and faiths are represented on our board.

In addition to our board of directors, TransActual is fortunate enough to have a team of volunteers who commit their free time to creating change for the trans community.

Our Director of Operations + Director for Healthcare is currently our only member of staff. We are recruiting to two posts, so the successful applicant will be one of three paid members of the team.



At TransActual, we are committed to ensuring our work is anti-racist and that an intersectional approach is embedded in all that we do. We make sure that People of Colour, people of all genders (and non), and disabled people are actively involved in planning our work and making decisions. As an organisation, we commit to ongoing community engagement work to ensure that we hear as many trans people's voices as possible. Read our equality and diversity policy at <https://www.transactual.org.uk/policies/equality-diversity>

Application Process

Complete the application form, save it with your initials in the title, and submit it via e-mail to info@transactual.org.uk by 5pm on Friday 31st May 2024. Please do not send a covering letter or CV, the information we ask for on the application form will be enough.

If you require the application form in another format, or would prefer to send your application by post, please e-mail info@transactual.org.uk.

The application form

When we shortlist applications for this role, we will award points for each part of the person specification that you've demonstrated that you can meet. We are very unlikely to shortlist someone that hasn't met all of the requirements marked as 'essential' on the [Person Specification](#). Because this role will involve a lot of written work, we'll also be looking at the quality of your written answer to our questions. When filling out forms of this type, it's important that you don't make assumptions about what the person reading it does or doesn't know about you. For example, if you've been involved in TransActual's work before – tell us about it!

On the application form we ask you for two references. Any job offer will be conditional on satisfactory references from both named individuals/organisations on your application. We won't contact your named reference providers before interview. Ideally we'd like references from previous employers, but we are aware that is not always possible. They should, however, be able to comment on your suitability for this role and should not be a member of your family. If you're not sure whether the person you plan to name as a reference provider is suitable, ask us by emailing info@transactual.org.uk.

We'll also ask you to fill in an equalities monitoring form. Your answers are kept strictly confidential at all times and we will not identify individuals. The equalities data we collect helps us to identify any disproportionate outcomes for applicants and to target our positive actions that will address them.

Interviews

Interviews will be one hour long and will take place via Zoom during the week beginning 17th June 2024. We will e-mail you approximately a week before that with a choice of interview times and to ask if there's anything we can do to make sure the interview is accessible to you



(for example, providing closed captions). If your application hasn't been successful, we will e-mail you to let you know.

There will be a pre-interview task for you to complete, this is unlikely to take more than 30 minutes of your time and we will send it to you at least 3 days in advance of your interview.

For further information about the role or the application process, e-mail info@transactual.org.uk.



Job description

Job title:

Admin officer

Reporting to:

Director of Operations

Salary:

7.5 hours a week, a total salary of £5,460 a year (£27,300 pro rata).

4 days annual leave per year.

Working hours and location:

7.5 hours per week – working pattern can be flexible around other commitments and your accessibility needs upon agreement with your line manager.

Working from home, anywhere in the UK – any necessary equipment (for example, laptop) will be provided.

Key responsibilities:

1. Complete finance related tasks such as – raising and sending invoices and tracking donations.
2. Provide admin support for the Director of Operations in relation to incoming emails and meeting bookings.
3. Ensure, with support from the Director of Operations that TransActual store data and information in a legally compliant and effective manner.
4. Support other members of the team with workshop and training onboarding activities, such as managing the participant lists(s) and sending pre and post session e-mails.
5. Support other members of the team around the launch of new resources and initiatives, such as sending e-mails to our distribution list.
6. Attend and complete training required for your role, including race equity training, accessibility training, safeguarding adults training, and GDPR training.
7. Complete any other activities, as reasonably requested, to ensure that TransActual achieve the objectives of the organization.
8. Follow TransActual's code of conduct and organizational policies. Uphold the



organizational ethos, particularly with regard to:

- a. Our responsibilities relating to safeguarding and data protection;
- b. Our commitment to an authentic intersectional approach, which emphasizes race, gender and disability equity;
- c. Our commitment to working with and for the UK's trans communities.



Person specification

Essential

Understanding and valuing people:

- A secure understanding of the lived experiences of UK based trans and/or non-binary people.
- An understanding of and commitment to an authentic [intersectional](#) approach.
- An understanding of [neurodivergence](#) and how people's communication styles and needs may vary.
- A commitment to keeping [equity](#) at the heart of your work
- A commitment to following good practice in relation to [safeguarding](#) children and vulnerable adults.

Communication and skills:

- Able to communicate confidently and effectively by e-mail.
- Confident using MS Office or equivalent applications, in particular MS Word, MS Excel and MS PowerPoint.
- Confident using digital technology and able to learn to use new apps and programs.
- Able to adapt your communication style and method depending on the audience.
- Comfortable communicating using videoconferencing software (such as Zoom).

Personal attributes:

- Organised and able to manage a varied workload, meeting relevant deadlines.
- Good attention to detail and commitment to producing work of a high quality.
- Able to work independently and use your initiative.
- Able to work as part of as a small team.
- Confident to reach out to and liaise with a wide range of [stakeholders](#) – including community members, staff at other non-profit organisations, and healthcare professionals.
- Comfortable working from home (any necessary equipment, including a laptop, will be provided).



For regulatory reasons, you must be UK based and eligible to work in the UK.

Desirable but essential that you're willing to learn

- A sound working knowledge of [GDPR](#).
- Experience using digital survey tools (such as Typeform or SurveyMonkey).
- Experience of using bulk Mailing tools (such as Mailchimp)

Note: training will be provided, where needed.

Desirable

- Previous experience of work focussed on trans inclusion and/or trans people's rights and protections.
- Previous experience of using Wordpress to make website update.