

# Transfolk WA

## Lead Peer Facilitator (Youth Services)

(Part-time - 15.2 hours per week)

### Job Description

#### About Transfolk WA

Transfolk WA is a not-for-profit organisation that exists to support trans and gender diverse people and their loved ones in Western Australia, by providing support services, community spaces, advocacy, education and training, and events. We are a growing and dynamic organisation, seeking to continue to expand our services and reach to best serve our community. You can find more information on our website: [transfolkwa.org.au](https://transfolkwa.org.au).

#### About the role

- Facilitate weekly peer support drop-in sessions for trans and gender diverse young people
- Support the planning and administration of Transfolk WA's Youth Services, under the guidance of your direct supervisor
- Apply peer work practices and frameworks and draw on your lived experience as a trans or gender diverse person
- Provide mentoring and reflective support to volunteers
- SCHADS level 4.1 (\$44.58 per hour and 12% superannuation) at 15.2 hours per week (0.4 FTE)
- 1-year contract with possibility of extension and conversion to permanency

In this part-time role, you will be responsible for the delivery and administration of Trans Youth Space and T Juniors (Transfolk WA's Youth Services). Trans Youth Space offers a weekly drop-in community and social space providing peer support and information uniquely relevant to trans and gender diverse young people. T Juniors is a monthly drop-in space providing peer support to trans and gender diverse young people aged 18 years and under. This is a paid position. Hours are 15.2 hours per week (0.4 FTE equivalent) for 1-year

#### Your Day to Day

#### **How you will work in this role (you will approach all aspects of your work in the following ways):**

- Use your research skills and judgment to engage with current information on best practice peer work and contribute to two-way learning around this with the Transfolk WA Youth Services team

- Translate Peer Work values and principles into practice in all areas of your work
- At every level of Youth Services delivery, including the physical setup of the space, relational approach to young people and volunteers, activities offered, advertising, and written information:
  - Use your judgement and research skills to embed accessibility, anti-racism, cultural responsiveness
  - Utilise your knowledge of trauma-informed practice to ensure services and support are trauma informed
- Use your judgment and research skills to apply an intersectional anti-oppressive approach in all areas of your work
- Work according to child safe practices and requirements in line with peer work values and principles

***What you will do in this role:***

- Lead the facilitation of Transfolk WA's Youth Services, including Trans Youth Space sessions
- Plan and prepare peer support drop-in activities in collaboration with volunteer peer facilitators, young people, and your direct supervisor
- Recognise and respond to situations that may impact the safety or wellbeing of participants, using skilled peer support practice, independent judgement, and appropriate consultation and collaboration with supervisors where needed
- Provide empathetic peer support to young people who are experiencing distress and marginalisation and assist young people with service navigation where relevant
- Respond to enquiries from young people and families/carers and provide warm, accessible introductions to T Juniors and Trans Youth Space
- Initiate regular informal check-ins with young people during the Youth Space to seek input on how young people want the program to run and what activities they want to do in the space
- Maintain confidentiality
- Coordinate Transfolk WA's Youth Service volunteer peer facilitators during sessions, and support volunteer and staff recruitment, onboarding, and reflective practice processes
- Support workplace health and safety for staff and volunteers, and identify and address or escalate hazards
- Contribute to program evaluation and recommend improvements to service delivery
- Create and maintain digital communication channels to advertise Trans Youth Space and for T Juniors where needed (Social media posts, email and text updates to peers)
- Contribute to the development and review of documentation and records, policies and practices when relevant
- Support program reporting by keeping accurate records, collecting participant data, and providing timely information to your direct supervisor
- Manage the day-to-day Transfolk WA Youth Service budget and maintain accurate spending records
- Maintain relationships and collaboration with external stakeholders

## About you

We want to hear from you if you:

- Have at least one year experience in a Lived Experience/Peer role (including mental health peer work). This does not need to be a formalised role
- Understand individual and systemic issues impacting and relating to trans people, and in particular trans and gender diverse young people
- Demonstrated ability to exercise sound ethical judgement in complex group or relational dynamics
- Can work with minimal supervision and as part of a team
- Have experience coordinating or supervising volunteers or staff in a peer support or community services setting
- Available to start within the next month (with preference for an immediate start)
- Have a current Working with Children card or are willing to get one
- This is a lived experience peer work role, therefore lived experience as a trans, non-binary or gender diverse person is required.

## Want to join us? Here's how to apply

For your application to be considered, please submit an application via EthicalJobs or email to [sam@transfolkwa.org.au](mailto:sam@transfolkwa.org.au) with the following attachments:

- A recent resume
- A cover letter up to **one page** addressing the following questions:
  1. Please explain why you are suitable for the role, including your experience or understanding of:
    - Group facilitation
    - Supporting volunteers or junior staff members
    - Peer work how it differs from medical models of mental health support
  2. What is your intersectional understanding of issues affecting trans and gender diverse young people and how would you support young people in a peer support setting
  3. What is your understanding of anti-racism and cultural safety, and what culturally relevant peer support mean to you
  4. What is your understanding of disability justice and what it means for peer support to prioritise accessibility

You do not need to address each area in detail. We are looking for a brief sense of your experience and approach. Dot points are acceptable.

Applications will be reviewed as they are received. We may close this advertisement early if a suitable candidate is found, so early applications are encouraged.

Transfolk WA is an equal opportunity employer that is committed to fostering a diverse workforce. We encourage applications from people with a disability and will make any reasonable adjustment that you need both in the interview process and on the job.

If you require any assistance or information about the role or the recruitment process, please e-mail [sam@transfolkwa.org.au](mailto:sam@transfolkwa.org.au).