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3 March 2025

Dear Applicant,

Thank you for your interest in the post of **Gay Men's HIV Prevention Coordinator – GMI Partnership**

In this pack you will find:

- Job Description
- Person Specification

On our website at metrocharity.org.uk/jobs you will find:

- Application Form
- Guidance Notes for Applicants
- Monitoring Form
- Our Equal Opportunities Policy Statement

Please note that **CVs will not be considered** as part of your application, we will be short-listing from fully filled out application forms only.

Your completed application form should be sent to arrive no later than **9:00am on 17 March 2025** by email to recruitment@metrocharity.org.uk Please include your full name in the message subject line. Your email including attachments must not exceed 5MB in size. Please also complete the Equality and Diversity monitoring form which can be found on our website at the link above.

Interviews will take place in the **week beginning 24 March 2025**.

For further information regarding this post please contact **Dr Alessandro Ceccarelli, on 020 8305 5000 or by email Alessandro.Ceccarelli@metrocharity.org.uk**

We look forward to hearing from you.

Best wishes

Tony Wong, CEO

METRO Woolwich
Equality Community Hub
1st Floor Equitable House
7 General Gordon Square
London
SE18 6FH

METRO New Cross
15 Amersham Vale
London
SE14 6LE

METRO Lambeth
78 Fitzalan Street
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SE10 9EQ

METRO Gillingham
Parkwood Health Centre
Long Catlis Road
Gillingham
Kent
ME8 9PR

METRO Hertfordshire
Stevenage Clinic
Southgate Health Centre
Stevenage
Hertfordshire
SG1 1HB

Job description

Key details

Job title	Gay Men's HIV Prevention Coordinator – GMI Partnership
Employment status	Full-time
Duration	Fixed term contract until 31st March 2026 (with possibility of extension)
Salary/Wage	£31,000
Hours	35 hours a week, which requires regular evening and weekend availability, shift times will vary from week to week. This post would suit applicants looking for a flexible work schedule.
Line manager	GMI Partnership & HIV Prevention Manager & GMI partner agency Managers
Coordinated by	Anders Neilson - GMI Partnership & HIV Prevention Manager
Employer	METRO Charity (The Metro Centre Ltd)
Location	METRO Woolwich, METRO New Cross, METRO Lambeth and across other GMI Partner offices /Mobile outreach in London.

Job outline

The post holder will coordinate and provide information-based sexual health outreach services, testing and brief HIV prevention interventions in commercial venues and at events across London. Interventions will predominantly target people who may be at higher risk of HIV and STI acquisition, particularly amongst higher prevalence communities such as Gay, Bisexual and Men who have Sex with Men (GBMSM), Black African and Trans communities. This role will take responsibility for

the coordination and oversight of the Do it London condom scheme, including coordinating with venues, liaising with warehouses and arranging stock for delivery. This role will involve working within sex on premises venues frequented by GBMSM and would therefore be best suited to someone from that community. This position is only open to applicants who identify as male (Equality act 2010 Schedule 9 Part 1) as the role will involve working in male only venues.

Programme

The post holder will be a member of the GMI Partnership team, based at METRO, working closely with their counterparts at other GMI partner agencies (Positive East and Spectra). The partnership is the main provider of the London HIV Prevention Programme, a sexual health and HIV testing, condom distribution and outreach programme for GBMSM, across the capital. The post holder will be responsible for liaising directly with other contract partners to coordinate our service delivery and being a main point of contact for various outreach venue providers, including our condom/lube supplier. The worker will form part of the METRO HIV Domain and will support the overall HIV prevention services provided by the charity.

Main tasks

1. Provide outreach and brief sexual & holistic health interventions at commercial venues and events across London.
2. Undertake HIV Point of Care testing (POCT) and full screening services via Sexual Health London (SHL) in outreach settings. This will involve supporting developing a rota and working within some sex on premises commercial venues.
3. Work closely with communities most at risk of HIV acquisition in London, predominantly GBMSM, but also migrant, Trans*, youth and Black Heritage communities.
4. Coordinate monthly condom and lube deliveries to selected venues, including liaising between our stock provider and venue sites to ensure smooth service delivery
5. Promote the Do it London campaign messaging generated by the London HIV Prevention Programme and HIV Prevention England.
6. Recruit, coordinate and support a team of outreach volunteers.

7. Work closely with METRO's other HIV prevention and HIV support teams.
8. Signpost/support individuals to sexual health, GUM and other clinical services as appropriate. This includes referrals for PrEP, supporting treatment adherence, and more holistic health support.
9. Develop links and take the lead in maintaining effective communications with commercial venues, clinics and other agencies in assigned region(s).
10. Assist with developing and delivering sexual health and HIV awareness trainings for commercial venue staff and other groups as directed.
11. Collect and input relevant data during and after outreach and community testing sessions and record and submit shift reports and case studies.
12. Attend and support a METRO/GMI presence at key events through out the year such as London Pride, Black Pride, National Testing Week.
13. Support through out the process of testing and diagnosis and provide any necessary bridging support to those who may be at risk of becoming lost to care.
14. Keep abreast of medical, social and epidemiological developments in the fields of HIV/AIDS, sexual health.
15. Attend meetings of METRO, GMI Partnership and external agencies and groups as agreed with line manager and METRO management.
16. Complete the required training to comply with quality assurance processes.
17. Abide by health and safety guidelines and share responsibility for own safety and that of colleagues and clients

Other duties

1. Adhere to METRO policies and procedures at all times.
2. In line with METRO's policy on Information Governance (IG), confidentiality and data handling, you will be expected to undertake, pass and maintain the required IG modules as indicated by your line manager.

3. Ensure sensitive and confidential recording and handling of information in accordance with the Data Protection Act, GDPR regulations and METRO's Information Governance policies.
4. In line with METRO's policy on Safeguarding, you will be expected to undertake, pass and maintain the required Safeguarding Training modules as indicated by your line manager.
5. Attend regular supervision, and to undertake appropriate training as agreed. Maintain and update knowledge, skills and undertake continuing education in accordance with personal and service needs within a framework of a personal development plan.
6. Undertake any other appropriate duties as requested by your manager. If these duties are extensive and of a higher job description scale, the terms and conditions of the post may be varied in negotiation with your line manager.

Person specification

Knowledge & Experience	Skills & Abilities	Essential /Desirable	Application /Interview
Identifies as male (Equality act 2010 Schedule 9 Part 1)		Essential	Application
Education/Experience in health, social work or other relevant qualification, or deemed comparable experience		Essential	Application
	Understanding of emerging cultural and/or environmental influences that increase the risk of HIV acquisition and prevention. E.g. Chemsex, PrEP, PEP	Essential	Both
2 years relevant experience of providing behavioral change interventions in an outreach setting		Desirable	Both
	An understanding of HIV/STI Prevention and Support methodologies and their use in the community most affected such as GBMSM, Black Heritage communities, Young people, Trans people, Sex workers and Injecting drug users	Essential	Interview
Experience of working with and coordinating volunteers		Desirable	Interview
Experience of working with GBMSM and an understanding of issues affecting this client group particularly those who may have intersecting identities		Desirable	Application
	Understanding of confidentiality and boundaries when work with clients	Essential	Both
Experience of providing Point of Care HIV testing as well as supporting clients with basic STI		Desirable	Both

sampling (training will be provided)			
	Experience in providing a condom and lube service or demonstrated communication & organization skills which have enabled the smooth delivery of a service	Essential	Both
	Understanding of the practical and emotional support needs of people affected by HIV/AIDS	Essential	Application
	Understanding of how to conduct risk assessments and monitor ongoing risks within an outreach setting	Essential	Interview
	Ability to work on own initiative, as well as an ability to work as part of a team	Essential	Application
	Ability to offer advice, information, empowering clients, and supporting them in making informed choices	Essential	Both
	Knowledge of safeguarding	Desirable	Interview
	Excellent communication skills, internally and with multi-agency colleagues, and proven experience of networking with professionals	Essential	Interview
	Ability to manage own workload, calendar and administration, including the use Microsoft Office, Share-point and databases	Essential	Interview
	Hold a UK driving licence for 2+ years and a willingness to drive a large mobile clinic bus	Desirable	Interview
	Ability to work evenings and weekends	Essential	Interview