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5 June 2025

Dear Applicant,

Thank you for your interest in the post of **HIV Prevention and Latin American Communities Project Lead**.

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 23rd June 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 30th June 2025**.

For further information regarding this post please contact **Anders Neilson on 020 8305 5000 or by email anders.neilson@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
Lambeth
London
SE11 6QU

METRO GAD
The Forum at Greenwich
Trafalgar Road
London
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	HIV Prevention and Latin American Communities Project Lead.
Employment status	Part-time - 2 days/week (14 hours)
Duration	Fixed-Term contract until 30th June 2028
Salary/Wage	£33,000 pa [pro-rata]
Hours	14 hours a week, Monday – Friday with some occasional evening and weekend working. This post would suit applicants looking for flexible, part-time work.
Line manager	GMI Partnership & HIV Prevention Manager.
Coordinated by	Anders Neilson
Employer	METRO Charity (The Metro Centre Ltd)
Location	Main location of work is METRO Woolwich/METRO New Cross/METRO Lambeth & outreach in Southwark Borough and surrounding area.

Job outline

The HIV Prevention Peer Project Lead will coordinate a team of workers in the delivery of an HIV prevention project in Southwark borough to increase uptake & awareness of HIV & sexual health testing, PrEP and HIV prevention strategies among Latin American (Spanish and Portuguese speaking) communities. The work involves mapping community locations conducting HIV Prevention outreach and testing and engaging community ambassadors from local Latin American-focused organisations and businesses.

The project aims to raise awareness about methods of HIV Prevention, as well as reduce HIV stigma alongside improving the general health and wellbeing for Latin American communities in Southwark.

Programme

The Southwark Latin Community HIV Prevention Project will deliver a targeted programme of outreach, engagement, and education to the Latin American community in Southwark. The programme will include street-based outreach with our community engagement bus, Point of Care HIV testing and PrEP awareness sessions in community spaces such as high streets, local markets, nightclubs, bars/restaurants, and local Latin support and social organisations.

Role

You will coordinate a small team of staff and volunteers to provide education, support and HIV testing and referral services to Latin Communities in Southwark. You will coordinate monthly outreach activities using our mobile community testing bus to deliver interventions that increase HIV and sexual health testing uptake, condom usage, PrEP awareness, HIV treatment adherence support and reduce HIV stigma. You will also deliver broader health advice, interventions, and referrals for Latin American populations, such as GP registration, blood pressure, blood sugar, weight management & smoking cessation.

You will gather data from outreach and collate to create quarterly reporting for our funders.

You will work with the METRO Comms team to develop promotional materials, create a social media impact, and establish service branding to support effective community engagement and service delivery.

The post holder is required to be fluent speaker in English and Spanish and/or Portuguese.

The applicant would have the ability to drive our outreach bus (desirable but not essential). For this, our insurance requires that you be aged between 25 and 70 and that you have held a UK, Category B driving licence for 2 years.

Main tasks

1. Coordinate and participate in bus-based outreach & testing sessions alongside targeted awareness events
2. Undertake Point of Care HIV Testing (PoCT)
3. Link with community ambassadors from local Latin American-focused organisations, businesses, and media outlets.
4. Support clients into clinical care as and when required & signposting/referrals to sexual health, GP, and other clinical & wellbeing services.
5. You will build relationships with clinicians and establish referral pathways with clinics
6. Develop links and take the lead in maintaining effective communications with local authorities, commercial venues, clinics, and other agencies in assigned region. Gather and collate community intelligence and foster relationships with key contacts to ensure the best possible client engagement and outcomes
7. Gather data and compile quarterly activity reports highlighting the work undertaken with Latin American communities in Southwark.
8. Attend quarterly service monitoring meetings with the funder
9. Support the distribution of free condoms, alongside sexual health advice & support
10. Provide supervision and support for the service delivery team.
11. Deliver in-house training to outreach staff/volunteers on methods of HIV Prevention, PrEP, and general sexual health.
12. Focus on providing a service appropriate to the Latin American communities in Southwark. This will include making resources available in Spanish, Portuguese, and English
13. Coordinate a staff rota and arrange for site booking for the bus outreach sessions
14. Collect and drive the mobile testing van for monthly shift delivery.
15. Keep abreast of medical, social, and epidemiological developments in HIV/AIDS and sexual health.
16. Work with METRO comms in the development of effective social media and service branding.
17. Work closely with METRO's other HIV prevention and HIV support teams as requested
18. Attend meetings of METRO, and external agencies and groups as agreed with your line manager.

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
6 months of experience working or volunteering in the community-based health or social care work field		Essential	Application Form & Interview
Educational qualifications in health, social work, or other relevant qualifications.		Desirable	Application Form & Interview
	Ability to engage individuals from Latin American communities within outreach settings	Essential	Application Form & Interview
An understanding of HIV/STI Prevention and Support methodologies		Essential	Application Form & Interview
An understanding of cultural and/or environmental factors that increase the risks of acquiring HIV		Essential	Interview
	Able to lead a team and work with volunteers	Essential	Application Form & Interview
	Ability to record data and produce reports for funders	Essential	Application Form & Interview
Experience working in the broader sexual health field and with, migrants and other marginalised community groups		Desirable	Application Form & Interview
	Understanding of boundaries in working with clients	Essential	Interview

	Excellent verbal communication skills in English and ability to communicate effectively with both clients, colleagues, and other professionals	Essential	Application Form & Interview
	Understanding of the practical and emotional support needs of people affected by HIV/AIDS	Essential	Interview
	Understanding of how to conduct risk assessments and monitor ongoing risks within an outreach setting	Essential	Interview
	Understanding the importance of confidentiality and the ability to maintain confidentiality	Essential	Interview
	Commitment to empowering clients and supporting them in making informed choices	Essential	Interview
Knowledge of safeguarding and child protection		Essential	Interview
	Ability to manage own workload, calendar, and administration, including the use of Microsoft Office, SharePoint, and databases	Essential	Application Form & Interview
	Ability to work some weekends/evenings	Essential	Interview
	Ability to work with clients in Spanish and/or Portuguese	Desirable	Application form & Interview
Hold a category B, UK driving license for a minimum of 2 years and be aged between 25 & 70		Desirable	Application Form & Interview