**27 September 2024**

Dear Applicant,

Thank you for your interest in the post of **Hertfordshire Sexual Health Admin Worker**

In this pack you will find:

* Job Description
* Person Specification

On our website at [metrocharity.org.uk/jobs](https://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.

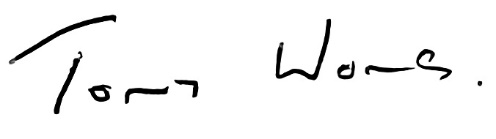
Your completed application form should be sent to arrive no later than **9:00am on 23 October 2024** by email to recruitment@metrocharity.org.uk. Please include your full name in the message subject line. Your email including attachments must not exceed 5MB in size. Please also complete the Equality and Diversity monitoring form which can be found on our website at the link above.

Interviews will take place in the **week beginning 04 November 2024**.

For further information regarding this post please contact **Cherelle Squire on 020 8305 5000 or by email cherelle.squire@metrocharity.org.uk**

We look forward to hearing from you.

Best wishes



Tony Wong, CEO

# Job description

## Key details

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| **Job title** | Hertfordshire Sexual Health Admin Worker |
| **Employment status** | Full-time |
| **Duration** | Until 31 March 2028, with possibility of extension |
| **Salary/Wage** | £23,933 |
| **Hours** | 35 hours a week, Monday – Friday with some occasional evening and weekend working |
| **Line manager** | Hertfordshire Sexual Health Get It and NCSP Lead |
| **Coordinated by** | Hertfordshire Sexual Health Manager |
| **Employer** | METRO Charity (The Metro Centre Ltd) |
| **Location** | Main location of work is METRO Hertfordshire [and across other METRO offices and areas of operation in Hertfordshire |
|  |  |

## Job outline

We are seeking a committed, organised, and flexible individual who is passionate about supporting systems that help young people improve their sexual health. You will support the Hertfordshire sexual health team by assuming overall responsibility for the ordering and monitoring of stock and other resources, by posting free condoms each day to young people via our online service, posting and by accurately maintaining client management systems and electronic databases required for the programme to function. You will be able to communicate with a variety of agencies and young people, particularly around their use of the online free condom scheme and STI testing. You will also need to be proficient in Microsoft Office and be able to produce accurate records when required.

### Programme

### METRO is working in partnership with Central London Community Healthcare Trust (CLCH), to deliver our ISHS in Hertfordshire. On this new five-year contract, the METRO team will be fully integrated and co-located within CLCH’s services in Hertfordshire, delivering outreach activities in the local community tailored to local needs. The service aims to reach those who are most vulnerable or at risk and involves collaboration with local outreach organisations targeting LGBTQ+ people, speakers of other languages, young people, and those living in more deprived areas.

## Main tasks

1. Support the day-to-day running of sexual health programme across Hertfordshire, e.g. by preparing resources and supplies, checking stock levels, helping set up events and posting activity on social media
2. Process chlamydia and gonorrhoea screening kits, and condom orders, checking data to support orders
3. Encourage people to screen for chlamydia and gonorrhea and to register for in a variety of venues and scenarios, fully explaining the schemes and their benefits
4. Support sexual health training to big and small groups in several settings, to both service users and professionals
5. Support and maintain relationships with current and new partners across Hertfordshire by remaining a professional ambassador of the programme at all times
6. Contribute content for newsletters, quarterly/annual reports and service evaluations for management
7. Manage and dispatch online registrations, distributions and site orders
8. Manage and maintain appropriate levels of condoms and testing kits in a tidy and organised fashion
9. Ensure the Get it website is kept up to date
10. Support website and site queries
11. Support to delivery outreach sessions in Hertfordshire to include the most vulnerable or at risk, collaborating with local outreach organisations, targeting LGBTQ+ people, speakers of other languages, young people, and those living in more deprived areas
12. Understand the full suite of Integrated Sexual health Service (ISHS) services, signposting and making referrals or professional connects when appropriate
13. Understand safeguarding and child sexual exploitation (CSE) risks and be able to follow safeguarding procedures, including making safeguarding reports to the local authority and following Fraser Guidelines
14. Ensure confidentiality of data, particularly when dispatching data to external agencies, and have an awareness / understanding of data protection issues, in line with METRO’s Information Governance Policies and procedures.

## 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

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| Knowledge & Experience | Skills & Abilities | Essential  /Desirable | Application  /Interview |
| Recognised public health, health promotion, youth work or other relevant degree or qualification |  | D | AF |
| Experience of working with a diverse range of people, especially those who are at higher risk, in groups as well as 1:1 |  | E | AF & I |
| Understand (or have an interest in learning) basic sexual health and relationships information, e.g. consent, healthy relationships, STIs, contraception. |  | E | AF & I |
| Understand the issues that might impact the sexual health and general wellbeing of individuals |  | E | AF & I |
| Knowing how to prioritise different project needs and priorities |  | E | AF & I |
| Experience with record keeping, using databases accurately |  | E | AF & I |
| Experience with producing basic data reports, e.g using Microsoft Excel or a basic data base |  | D | AF & I |
| Understand and be able to apply safeguarding and child protection within remit of the role |  | E | AF & I |
|  | Can learn new applications and programmes quickly when needed | E | AF & I |
|  | Can audit, manage, and maintain stock | E | AF & I |
| Understanding of equalities and how they relate to this role |  | E | AF |
|  | A willingness to participate in appropriate training necessary to the role and ability to learn whilst working | E | AF & I |
|  | Able to confidently and effectively communicate sexual health sensitive and complex information to diverse audiences, with appropriate training | E | AF & I |
|  | Ability to communicate clearly and confidently in a sensitive and non-judgmental manner | E | AF |
|  | Ability and willingness to work flexibly, including at evenings and weekends | E | AF & I |
|  | Ability to travel to outreach sessions across Hertfordshire | E | AF & I |