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11 June 2025

Dear Applicant,

Thank you for your interest in the post of **HIV Prevention and Latin American Community Outreach 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 30th June 2025** by email to [recruitment@metrocharity.org.uk](mailto: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 7<sup>th</sup> July 2025**.

For further information regarding this post please contact **Anders Neilson** on **020 8305 5000** or by email [anders.neilson@metrocharity.org.uk](mailto: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

<b>Job title</b>	<b>HIV Prevention and Latin American Community Outreach Worker</b>
<b>Employment status</b>	Sessional
<b>Duration</b>	Contract until 30th June 2028
<b>Salary/Wage</b>	£17 per hour
<b>Hours</b>	Ad hoc between 5 –15 maximum hours per month. This post is a sessional vacancy which does not guarantee set weekly hours or shifts. Shifts will be offered on a rota basis, Monday – Friday with the possibility of evening and weekend working. This post would suit applicants looking for a flexible work schedule.
<b>Line manager</b>	GMI Partnership & HIV Prevention Manager
<b>Coordinated by</b>	Anders Neilson under the HIV Domain Led by Head of HIV Services
<b>Employer</b>	METRO Charity (The Metro Centre Ltd)
<b>Location</b>	Main location of work is Outreach in Southwark and surrounding area with office bases in METRO Woolwich/METRO New Cross/METRO Lambeth

## Job outline

The HIV Prevention Peer Outreach Worker will join a team of workers to help deliver the HIV prevention programme in Southwark. The programme seeks to increase awareness, uptake and understanding of HIV & sexual health testing, condom usage, PrEP uptake, and HIV treatment adherence alongside improving the general health and wellbeing, among Latin American (Spanish and Portuguese speaking) communities.

## Programme

The Southwark Latin Community HIV Prevention Project will support the project lead to 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 join a small team providing education, support and HIV testing and referral services to Latin communities in Southwark. You will deliver monthly outreach activities using our mobile community testing bus providing interventions that offer Point of Care HIV testing and support uptake of sexual health testing, 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, diet and weight management, smoking cessation etc.

You will gather data from outreach to support the development of quarterly reporting for our funders.

The post holder is required to be fluent speaker in 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. Participate in monthly bus-based outreach sessions & targeted awareness events
2. Provide outreach services offering Sexual Health, HIV support and PrEP information and advice, signposting clients to other services as required.
3. Undertake Point of Care HIV Testing (PoCT)
4. Work alongside community organisations with whom our HIV prevention and support teams are already linked
5. Follow referral pathways into clinical & other wellbeing support services
6. Help to distribute free condoms alongside sexual health advice and promotional materials

7. Focus on providing a service appropriate to the Latin American communities in Southwark. This may include supporting the production of resources available in Spanish, Portuguese, and English
8. Work closely with METRO's other HIV prevention and HIV support teams as requested
9. Support clients into clinical care as and when required & signposting to sexual health, GP, and other clinical services.
10. Collect and input relevant data during and after outreach sessions

## 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
An educational qualification in health, social work, or other relevant qualifications.		Desirable	Application Form & Interview
	Ability to engage individuals from the Latin American communities within outreach settings	Essential	Application Form & Interview
An understanding of HIV/STI Prevention and Support methodologies		Essential	Application Form & Interview
	Ability to capture and record data effectively	Essential	Application Form & Interview
Experience/knowledge of about broader sexual health and, with migrants and other marginalised community groups		Desirable	Application Form & Interview
	Understanding of boundaries in working with clients	Essential	Interview
	Excellent communication skills and ability to communicate effectively with both clients, colleagues, and other professionals	Essential	Application Form & Interview
	Understanding of the importance of confidentiality and 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 work with clients in Spanish and/or Portuguese	Essential	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