



MAYOR OF LONDON



Embrace Difference

10 February 2025

Dear Applicant

Thank you for your interest in the post of **South West London Sexual Health Lead**.

In this pack you will find:

- Job Description
- Person Specification

On our website 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 together with your completed monitoring form should be sent to arrive **no later than 9:00am on 10th 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. We cannot accept applications by post at this time.

Interviews, likely held over Zoom, will take place in the **week beginning 17th March 2025**.

For further information regarding this post please contact **Selbyen Gadong on 020 8305 5000 or by email selbyen.gadong@metrocharity.org.uk**.

We look forward to hearing from you.

Best wishes

Tony Wong, CEO

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METRO New Cross
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Job description

Key details

Job title	South West London Sexual Health
Employment status	Lead Full-time
Duration	Contract until 31 March 2026, with possibility of extension
Salary/Wage	£33,743.05 per annum
Hours	35 hours a week, Monday - Friday with some occasional evening and weekend working.
Line manager	London Sexual Health Projects Manager
Employer	METRO Charity (The Metro Centre Ltd)
Location	Majority of the role requires outreach at sites across South West London. The remainder of the role can be done from METRO Offices, predominantly Woolwich or remotely from home.

Job outline

This postholder will be an organised and flexible individual who is committed to supporting sexual health amongst young people living in Wandsworth, Richmond, Merton, Kingston (collectively known as "South West London"). You are able to balance process and programme management with relationship building and maintenance. You will manage the South West London Part-Time Outreach and Support Worker, and be responsible for any volunteers.

Programme

METRO work closely with our partner Spectra to deliver sexual health services in the London Boroughs of Wandsworth, Richmond, Merton, Kingston (South West London). In these Boroughs, METRO deliver the Come Correct free condom scheme (C-card), the National Chlamydia Screening Programme (NCSP) as well as Get It, an online scheme which offers condoms, lube, Chlamydia and Gonorrhoea screens.

METRO also delivers training and education, aimed at both young people and professionals working with young people, as well as community outreach and engagement to reach young people directly- particularly those who are most vulnerable to sexual ill health.

Our South West London services are supported by a sexual health office, and is linked to a team of sexual health workers who deliver similar sexual health services in different boroughs and counties.

Role

You will be able to work across multiple geographic areas in London with select venues, supporting them to deliver the NCSP and free condom schemes and providing sexual health training and education as relevant. You will visit settings such as pharmacies, GPs, youth groups, colleges, universities, and attend local events to ensure services are delivered consistently and to a high standard, and to demonstrate how to engage young people around sexual health in a variety of contexts and situations. You will lead and deliver sexual health outreach to young people, such as during fresher's fairs people. You will provide focused support to vulnerable young people in conjunction with a number of services, including local authority Looked After Children, Care leavers, people with SEND, Youth Offending Service and CAMHS (Child Adolescent Mental Health Services).

You will manage the Support Worker, be responsible for their induction and supervisions, and setting their workplan and priorities. You will have a key focus on upskilling your staff around sexual health, safeguarding and child protection.

You will act as the primary liaison between METRO and selected primary care services in South West London, establishing and maintaining relationships with GP practices and pharmacies through regular contact and visits. In addition, you will establish relationships and support process development within existing community organisations, education establishments, and youth services, including providing training. You will monitor individual site outcomes and conduct performance evaluations, ensuring wide spread coverage and increased accessibility.

You will remain up to date on local service offers and sexual health information. You will be able to respond appropriately to queries from young people and adults alike, promoting good practice at all times. In order to do this, you will understand key issues relating to contraception, sexually transmitted infections, HIV, and issues relating to consent and Child Sexual Exploitation. You will be able to talk about these issues in a friendly, appropriate, and non-judgmental way.

You will be able to support our busy sexual health office (SHO) with phone support and results administration as needed. You will support the day-to-day running of the team, including outreach and staffing rotas, order distribution to sites.

Working closely with the London Sexual Health Services Manager, you will monitor budgets, produce reports and ensure that all quarterly targets are achieved across the South West London contract.

Main tasks

1. Support services to deliver the National Chlamydia Screening Programme for young people in Wandsworth, Richmond, Kingston and Merton by ensuring stock is maintained, key information is transmitted, and any issues are addressed swiftly.
2. Support services to deliver the free condom schemes for young people in Wandsworth, Richmond and Kingston by ensuring stock is maintained, key information is transmitted, and any issues are addressed swiftly.
3. Feedback regularly to sites around performance outcomes and potential enhancements, to support all sites to meet targets overall and to improve the service they offer.

4. Promote and increase engagement with the Get it free online condom and Chlamydia screening offer, developing social media content where needed
5. Deliver sexual health training to stakeholders (e.g. CRASH Contraception Reproductive Sexual Health) and professionals in a variety of venues, online and in-person and ensuring that local services and targets are promoted.
6. Support venues to disseminate sexual health, contraception, and STI prevention information to all services users, ensuring at all times that services are delivered consistently and to a high standard.
7. Conducting research to gather evidence to inform service delivery, including scoping studies of the needs of young people, getting regular feedback from young people on our approach, branding etc.
8. Identify new venues for sexual health work, liaising with key stakeholders and partners to support ongoing relationships and to develop new ones. Developments should take into consideration geographic need as well as suitability.
9. Provide regular weekly support to the Sexual Health Office, taking calls from clients, delivering results and making onward referrals.
10. Complete quarterly, annual, and ad hoc reports on targets, outcomes, activity, and challenges.
11. Understand the importance of informed consent relating to testing and to ensure that it is applied at all times, and to adhere to the Fraser Guidelines and Child Sex Exploitation (CSE) when working with Under 16s and vulnerable adults.
12. Keep up to date with developments occurring within the sexual health, contraception, especially among young people and those most at risk.
13. Work with the sexual health office to ensure all online orders are fulfilled
14. Attend quarterly Come Correct and other relevant meetings with external partners as required.
15. Line manage and provide regular supervision and career and personal development activities with the Support Worker, providing or sourcing training as needed

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
Educated to at least degree level in Public Health, Youth Work, or Health Promotion, or relevant experience		Essential	Application
Experience with target-driven project management and coordination, particularly in the field of sexual and reproductive health		Essential	Application Form& Interview
Sound knowledge of HIV, STIs, contraception and sexual health and experience discussing these issues with a variety of individuals		Essential	Application Form& Interview
Experience of developing and managing relationships with a broad range of service providers and stakeholders		Essential	Application Form& Interview
Knowledge of the issues that affect the sexual health and wellbeing of young people, particularly those who are vulnerable		Essential	Application Form& Interview
Proven ability to be highly organised, working across multiple projects & performing against targets		Essential	Application Form& Interview
Experience in producing quality reports that explore activity, outcomes, and performance against targets		Essential	Application Form& Interview
Understand equal opportunities, confidentiality and child protection policies		Essential	Application Form& Interview

and practices in work with young people			
Experience with delivering and supporting online support services for young people		Desirable	Application Form & Interview
Experience managing staff or volunteers		Desirable	
	Ability to deliver sexual health training and presentations to small and large groups of both young people and professionals	Essential	Application Form & Interview
	Ability to design and disseminate engaging social media content relating to programme activity	Essential	Application Form & Interview
	Basic admin and IT skills including using Word, Access and Excel	Essential	Application Form & Interview
	Ability and willingness to work flexibly, including some evenings and weekends	Essential	Application Form & Interview
	Full UK Driver's License	Desirable	Interview