



INVESTORS
IN PEOPLE

Accredited
Until 2025



Registered with
FUNDRAISING
REGULATOR



10 July 2024

Dear Applicant,

Thank you for your interest in the post of Peer Mentor Co-ordinator – Men's Health

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 should be sent to arrive no later than 9:00am on **Monday 29th July 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.

Interviews, likely held over Zoom, will take place in the **week beginning 12th August 2024**.

For further information regarding this post please contact Edith Ntabyera on 07964450930 or by email edith.ntabyera@metrocharity.org.uk

We look forward to hearing from you.

Best wishes

Joel Robinson, Acting Co-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



INVESTORS
IN PEOPLE

Accredited
Until 2025



Registered with
FUNDRAISING
REGULATOR



Job description

Key details

Job title	Peer Mentor Co-ordinator – Men’s Health
Employment status	Part-time
Duration	Permanent
Salary/Wage	£28,074 p.a. pro rata (4 days per week)
Hours	28 hours a week, with some occasional evening and weekend work. This post would suit applicants looking for flexible, part-time work.
Line manager	HIV Peer Support Services Manager
Coordinated by	Head of HIV Services
Employer	METRO Charity (The Metro Centre Ltd)
Location	Turning Point Offices in Soho and West London, and at Times METRO offices

Job outline

METRO are looking to recruit an enthusiastic and dynamic individual to oversee our Men’s Health peer mentoring programme. Together with our peer mentors, you will be responsible for co-producing a programme of workshops, groups and social activities across our local boroughs, working in partnership with a wide range of external organisations. You will also lead on the recruitment, training and management of a team of fantastic volunteer peer mentors who utilise their own lived experience to support others in the local community.

To meet the needs of the people we support you will need to be a proactive self-starter who is able to work some evenings, weekends and work from a number of our different offices. This position is only open to applicants who identify as male,



INVESTORS
IN PEOPLE

Accredited
Until 2025



Registered with
FUNDRAISING
REGULATOR



Equality Act 2010 Schedule 9 Part 1) as the role will involve working one-to-one with men and running peer led support groups around men's health.

Programme

The Support and Advice on Sexual Health (SASH) programme is a partnership between Turning Point, METRO Charity, London Friend and Naz. We run sexual health support for communities across Hammersmith & Fulham, Kensington and Chelsea & Westminster boroughs.

We provide free, non-judgemental and confidential support to residents of Hammersmith & Fulham, Kensington, Chelsea & Westminster areas, with a focus on sexual health, relationships, mental health and wellbeing.

SASH provides a wide range of services, including counselling, life coaching, one-to-one peer mentoring and peer support groups for people seeking support in relation to reproductive health, chemsex recovery, living with HIV and support around sexual orientation and gender identity.

Role

This role will predominantly focus on health inequalities regarding sexual health, mental health and drug and alcohol misuse. The worker will predominantly work with men, but also LGBTQ+ communities, Black and Asian heritage communities, migrant communities, people living with HIV and sex workers.

This role will involve training peer mentors, as well as coordinating the mentoring and group work programme.

Our peer mentoring programme covers a wide range of areas including:

- Improving mental health
- STI and HIV prevention - testing and diagnosis support
- Living with HIV
- Healthy relationships
- Sexuality and gender
- Fertility, reproductive health and parenting
- Sex and pleasure
- Sex work



INVESTORS
IN PEOPLE

Accredited
Until 2025



Registered with
FUNDRAISING
REGULATOR



Main tasks

1. Work closely with METRO's HIV Peer Support Manager and Turning Point Community Development Manager to deliver the peer support services programme (e.g. one-to-one peer support sessions or mentoring, peer led workshops and social activities)
2. Act as the assessment and intake point of entry into peer support services within the three boroughs
3. Develop and run a weekly sexual health and wellbeing support meeting, a monthly social activity and a quarterly peer led structured men's health workshop, within the three boroughs
4. Recruit, train, supervise and manage a team of individuals within each of the three boroughs to work as volunteers for METRO and/or other organisations within the partnership (i.e., peer mentors, group support, group facilitators)
5. Work closely with METRO's Positive Peoples Network, including METRO +PALS, a group for gay, bisexual and men who have sex with men (GBMSM) living with HIV in Wandsworth, and programmes included in the network with external organisations.
6. Develop and maintain strong relationships with key stakeholders in the boroughs, including local GUM clinics, local pharmacies, GP surgeries, community businesses, community centres and social outlets
7. Work closely with the SASH Care Coordination team to ensure two-way referrals
8. Develop and maintain an expert knowledge of the three boroughs, particularly in relation to sexual health, as well as demographics of people within the boroughs
9. Work with both METRO and Turning Point PR and Communications teams to ensure the service is well promoted within the boroughs and surrounding areas



INVESTORS
IN PEOPLE

Accredited
Until 2025



Registered with
FUNDRAISING
REGULATOR



10. Keep detailed records and monitoring information and report to commissioners as required and according to the SLA
11. Keep up to date with developments occurring within related services
12. Attend monthly METRO/SASH team meetings that draws together METRO staff across the SASH programme

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.



INVESTORS
IN PEOPLE

Accredited
Until 2025



Registered with
FUNDRAISING
REGULATOR



Person specification

Knowledge & Experience	Skills & Abilities	Essential /Desirable	Application /Interview
Identifies as male (Equality Act 2010 Schedule 9 Part 1)		Essential	Application form
Well-developed understanding of issues affecting people's sexual health and wellbeing		Essential	Application Form & Interview
Experience of conducting assessments and referrals with service users		Desirable	Application form & Interview
Experience of maintaining relationships with statutory and voluntary service providers		Essential	Application form & Interview
Experience running peer support groups and programmes		Essential	Application form & Interview
Knowledge of group dynamics, group facilitation and leadership styles		Essential	Application form & Interview
Experience of recruitment, training and working with volunteers		Essential	Application form & Interview
	Skilled trainer and well-developed interpersonal skills with service users. Skilled active listener and assessor	Essential	Interview
	Well-developed communication skills, both verbal and written, in a range of settings	Essential	Application form & Interview
Well-developed understanding of current HIV treatment and prevention paradigms and methodologies		Essential	Application Form & Interview



INVESTORS
IN PEOPLE | Accredited
Until 2025



	Ability to work on own initiative, as well as an ability to work as part of a team	Essential	Application Form & Interview
Knowledge of the geography and demography of the Three boroughs: Kensington and Chelsea, Hammersmith and Fulham, and Westminster and surrounding areas		Desirable	Application Form & Interview