

23<sup>rd</sup> July 2018

Dear Applicant,

Thank you for your interest in the post of **HIV Peer Support Group Coordinator**.

Please find enclosed Recruitment Pack, which contains:

- Job Description
- Person Specification
- Application Form (separately attached)
- Guidance Notes for Applicants (separately attached)
- Monitoring Form (separately attached)
- Metro Centre Equal Opportunities Policy Statement (separately attached)

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.

The completed application form together with the Monitoring Form should be sent to arrive **by no later than 9am on 23<sup>rd</sup> August 2018**, either:

- By post or hand to Human Resources Manager, METRO, N206 Vox Studios, 1-45 Durham Street, London SE11 5JH
- OR by email to [recruitment@metrocentreonline.org](mailto:recruitment@metrocentreonline.org) If applying by email, you should include your full name in the message title and your email and attachments must not exceed 800kB in size.

Interviews will take place on 30<sup>th</sup> August 2018.

For further information regarding this post please contact, **Jose Mejia** ([jose@metrocharity.org.uk](mailto:jose@metrocharity.org.uk)) – 020 8305 5000 x151).

We look forward to hearing from you.

Best wishes,



Greg Ussher  
Chief Executive Officer

## METRO –HIV Peer Support Group Coordinator JOB DESCRIPTION

**CONTRACT:** Until **31 March 2019** – with  
possibility of extension

**SALARY:** **£26533** per annum pro  
rata

**HOURS:** **21 hours weekly, including**

**THE METRO CENTRE LTD  
MANAGE**

### Job Summary

METRO is looking for an enthusiastic and able individual to develop, facilitate and monitor METRO’s HIV support groups in South London. The post will sit within METRO’s Peer Support Services department, part of the METRO HIV Domain. The domain provides free, non-judgmental and confidential support for people living with HIV from different communities in London within a one to one and group setting.

The post holder will coordinate support group and social activities for people most affected by HIV, e.g. for men who have sex with men (MSM) and other BME (Black and Minority Ethnic) groups.

The post will do one to one assessments of METRO’s service users and engage them with a wide range of HIV Support Services, including support groups, sexual health /harm reduction interventions, social meetings, and activities. The post will run two monthly MSM groups, a weekly hub for people living with HIV from different communities, a monthly wellbeing group and will support the development of a separate group for women with HIV.

METRO’s HIV support groups aim to increase clients self-esteem, ability to manage their diagnosis and lead healthy productive lives, as well as fight isolation and stigma in the communities involved. The post-holder will assist the HIV Peer Support Manager in strengthening relationships with clinical sites and other support providers around London.

## **Main Tasks**

### **Service Delivery and Development**

Run two monthly MSM groups, a weekly drop-in hub for people with HIV from different communities and a monthly wellbeing group for people with HIV.

Conduct one to one service user assessments for people with HIV, mainly in South London.

With the HIV Peer Support Manager and colleagues, design and arrange activities and interventions for PLHIV, such as games, visit events, guest speakers, etc.

With the HIV Support Manager and colleagues, ensure the development of creative and therapeutic activities and approaches to trial in the different groups, according to needs and interests of participants.

Keep record of attendance and monitored the behaviour, attitudes, skills and knowledge of group attendees, following METRO's internal procedures.

Ensure service users are supported by linking, signposting or referring them to different organisations and mainstream advice agencies that provide specific support in different areas.

Develop and maintain strong relationships with key stakeholders in South London, especially HIV/GUM clinics and GP practices.

Work with METRO's PR and Communications team to ensure the support groups is well promoted within South London.

Lead on community-based aspects of the support service.

Keep up to date with developments occurring within the HIV sector and related services

Keep an accurate account of expenditure

### **General**

Work in accordance with all METRO policies and procedures

Represent METRO externally within a professional capacity and build strong networks and partnerships.

Ensure quality standards in operational guidelines for the service including health and safety, safeguarding, confidentiality, data protection, and information governance. Keep accurate records of all these process and procedures.

In line with METRO's policy on Safeguarding, you will undertake, pass and maintain the required Safeguarding Training Modules as indicated by your line manager.

In line with METRO's policy on Information Governance (IG), confidentiality and data handling you will undertake, pass and maintain the required IG models as indicated by your line manager.

Assist the HIV Peer Support Manager with any general tasks related to the running of the groups as a whole as and when required

Attend monthly formal as well as informal supervision, as requested, with the HIV Peer Support Manager

Attend relevant Peer Support Services team and METRO-wide meetings and training as possible

Contribute positively to the life of METRO

Engage in any other activities as relevant and requested by management.

## PERSON SPECIFICATION

Knowledge & Experience	Skills and Abilities	Essential or Desirable	Application Form, Interview or Both
Extensive knowledge of the principles and practices of community development		Essential	Both
Experience of conducting referrals with service users		Essential	Both
Experience developing connections with other relevant organizations		Essential	Both
Experience of maintaining relationships with statutory and voluntary service providers		Desirable	Both
	The ability to manage spreadsheets and databases	Essential	Both
Experience running peer support groups and programmes	Facilitation skills in therapeutic approaches or group work dynamics.	Essential	Both
	Well-developed communication skills, both verbal and written, and this experience in a range of settings	Essential	Both
Well-developed understanding of current HIV treatment and prevention paradigms and methodologies		Essential	Both
Well-developed understanding of issues affecting people affected by HIV		Essential	Both
	Ability to work on own initiative, as well as an ability to work as part of a team	Essential	Both
Knowledge of the geography and demography of Lambeth, Southwark, Lewisham, and Wandsworth		Desirable	Both