

December 2018

Dear Applicant,

Thank you for your interest in the post of E-PrEP Project Lead

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's 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 midnight on Sunday 6th January 2019**, 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@metrocharity.org.uk. If applying by email, you should include your full name in the message title and your email and attachments must not exceed 5MB in size.

Interviews will take place on Monday 14th January 2019.

For further information regarding this post please contact Tony Furlong on 020 8305 5000 tony@metrocharity.org.uk

We look forward to hearing from you.
Best wishes,



Dr Greg Ussher
CEO

METRO HIV

Project Lead: National E-PrEP Programme Job Description

General Information

Job title:	Project Lead: National E-PrEP programme
Salary:	£28,171 at 0.6 FTE (3 days per week)
Responsible to:	Head of HIV
Accountable to:	Emerging Communities Manager
Responsible for:	National E-PrEP Programme
Job location:	METRO Offices and occasional travel
Date:	Fixed term until 3 December 2019

Job Summary

To coordinate METRO Charity's National E-PrEP Project, a year-long programme funded by Public Health England (PHE) that aims to increase awareness, uptake and understanding of PrEP, amongst Latin American (Spanish and Portuguese speaking) communities.

The community-based project will involve Latin American volunteers in the programme design and delivery and provide language and culturally specific content and support online, and, in certain instances, face-to-face support. The programme will target specific groups within the Latin American communities, such as migrants, men who have sex with men (MSM), heterosexuals and others. The project will provide overlap materials suitable for Spanish and Portuguese Speakers whatever their background, and wherever they live in the England, and further afield.

The project will use online approaches (through video and chat) to increase awareness, understanding and uptake of PrEP in Latin American communities, increase HIV testing among migrant communities and reduce late diagnosis. The project will aim to increase PrEP use through referring to websites and campaigns. The project's dominant communications

messages will be through hearing Latin American voices on video, film, and in writing, to encourage people most affected by HIV to access PrEP and HIV testing.

As Project Lead for the National E-PrEP Project you will be responsible for overseeing the programme and for recruiting and supervising a group of volunteers, and for working closely with colleagues in the Communications domain. With the volunteers and online worker you will produce and disseminate online 'Sextalks' (videos debates, interviews and discussions) and design and deliver online interventions around PrEP using chat software.

In order to produce the video content it will be important to engage National partners in the delivery of the videos, ensuring that at least four of the videos are produced in key centres or populations for Latin American communities in England. You will also be required to follow up key leads in the HIV and sexual health sector such as key national community leaders, HIV clinicians and nurses, and key spokespeople and educators, in order to involve them as volunteers in the videos. The aim is to produce video content that stimulates debate, education and knowledge for people from Latin American communities.

Job Functions/ Responsibilities

1. To lead on coordinating the National E-PrEP Project for Latin American communities across England.
2. To recruit, train and supervise a small team of volunteers, and meet them frequently to design and deliver the project.
3. To promote the National E-Prep project, in-coordination with the Communications domain, in order to recruit participants to take part in online and face-to-face PrEP interventions.
4. To ensure volunteers are ready for each session, ensuring they are briefed and prepared and ensuring the safety of workers in line with risk assessments and METRO's safeguarding policy.
5. To support operational guidelines for all PrEP interventions and keep accurate data records of each group session.
6. To plan and facilitate an activity programme in line with the work of the project – planning, preparing and delivering online PrEP 'Sextalks' (discussions, debates, and interviews), online and face-to-face PrEP orientation conversations and answering questions regarding PrEP.
7. Creating and maintaining excellent relationships with key stakeholders across England,

including, but not limited to, HIV clinics, LGBT and HIV organisations, PHE, Latin American organisations and PrEP organisations.

8. To lead the monitoring and evaluation of the E-PrEP project, including collecting and recording required data for PrEP interventions.
9. To work closely with the Communications domain to ensure a high quality of online materials, including the video production and digital promotion.
10. To work together with METRO HIV domain colleagues, particularly the Head of HIV, HIV Peer Support Manager, and Emerging Communities Manager, in planning, delivering and evaluating the E-PrEP project.
11. To complete PHE reporting templates to deadline, risk assessments and provide any additional information as requested.
12. To ensure all information is stored appropriately (including confidential participant information) and is accessible to the team and managers.
13. The ability to represent METRO externally within a professional capacity and build strong networks and partnerships, particularly with HIV and Latin American organisations. To support METRO initiatives and events where applicable (Pride, World Aids Day, Needs Assessment, etc.)

Other duties

14. Attend team meetings and regular supervision and to undertake appropriate training as agreed.
15. Any other duties as may be reasonably required and negotiated with the line manager and a flexible approach to shifting contract targets.
16. Adhere to METRO policies and procedure at all times.
17. Ensure sensitive and confidential recording and handling of information in accordance with the Data Protection Act and METRO's Information Governance Policies.

Lead National E-PrEP Project:

Qualification, Knowledge & Experience	Skills and Abilities	Essential or Desirable	Application Form, Interview, Presentation
1. Proven project management experience (including involving volunteers in project delivery).		Essential	Application Form & Interview
2. At least 2 years' experience of working in the HIV field.		Essential	Application Form & Interview
3. Thorough understanding of PrEP and how this relates to HIV combination prevention methods and support approaches.		Essential	Application Form & Interview
4. Fluency (written and verbally) in Spanish or Portuguese.		Essential	Application Form & Interview
	5. Ability to communicate clearly and offer informal support in a sensitive and non-judgmental way.	Essential	Application Form & Interview
	6. Experience of monitoring and evaluation and the ability to write reports.	Essential	Application Form & Interview
7. Experience of working on community based projects successfully.		Essential	Application Form & Interview

	8. Proven ability to maintain effective work partnerships internally and externally.	Essential	Application Form & Interview
9. Understanding of the processes involved in short video production.		Desirable	Application Form & Interview
10. Understanding of how to promote digital materials online in order to maximise their reach and impact.		Desirable	Application Form & Interview
11. Understanding of existing service provision in the voluntary and statutory sector and other agencies working in HIV, including PrEP.		Desirable	Application Form & Interview
	12. Enthusiastic and committed approach to work with Latin American communities.	Essential	Application Form & Interview
	13. Motivated and flexible to work independently as part of a team in planning, delivery and evaluation of the project.	Essential	Application Form & Interview

14. Knowledge of safeguarding, and understanding of working with vulnerable adults.		Essential	Application Form & Interview
15. Understanding of the principles of confidentiality, privacy, GDPR and information governance principles in working for a charity such as METRO.		Essential	Application Form & Interview