

Date: 28 November 2018

Dear Applicant,

Thank you for your interest in the post of **Young Person's Community Engagement Worker**

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 **Monday 7th January 2019 at 9:00am**, either:

- By post or hand to Human Resources Officer, 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 be held week commencing **14 January 2019**.

For further information regarding this post please contact Amanda Jeffery, Head of Sexual Health, on 020 8305 5000 or amanda@metrocharity.org.uk

We look forward to hearing from you.

Best wishes,



Greg Ussher
Chief Executive Officer

METRO

Young Person's Community Engagement Worker Job Description

General Information

Job title:	METRO Community Engagement Worker
Salary:	£26,500 p.a. full time
Responsible to:	Manager of Sexual and Reproductive Health
Accountable to:	METRO Community Engagement Manager
Responsible for:	Family Support Workers, Student Social Workers and Volunteers
Job location:	Across the three boroughs: Kensington and Chelsea, Hammersmith and Fulham, Westminster

Job Summary

In partnership with Turning Point, NAZ and London Friend, METRO will be delivering a new model of sexual health support throughout the three London boroughs of Hammersmith and Fulham, Kensington and Chelsea and Westminster. Turning Point is the lead partner for the contract and the staffing structure, and composition reflects a mixed leadership model, which is governed by a Partnership Board.

This post will lead the community engagement work with young people across the three boroughs of Kensington and Chelsea, Hammersmith and Fulham, and Westminster. You will lead SASH's young persons' outreach and engagement, and provide information, advice and support to young people on issues related to sexual health and contraception and signpost to appropriate services. A key component of the role will be to engage young people in the programme in innovative and creative ways.

Main objectives of the post:

- Engage with young people and raise awareness of sexual health promotion and support services available.
- Support the use and development of a survey tool to encourage people to consider their own sexual health and how to improve it.
- Provide brief information, advice and support to people about sexual health and wellbeing, identifying risky behaviours and referring people appropriately into sexual health services.
- Actively challenge the stigma associated with sexual health to improve healthy conversations and increase access into services.

- Activity will take place in a variety of community settings accessible to local young people and target populations. Develop and maintain positive links and communication with referral agencies.
- Reaching community groups who may not ordinarily engage with sexual health services through effective partnership working and marketing support.
- Represent METRO at Multi- Disciplinary meetings including core group and conferences.

Job Functions/ Responsibilities

1. Case Work

- Engage with local young people to promote sexual health and contraception messages and identify those who may benefit from further sexual health service support.
- Work as a team with colleagues to achieve shared community engagement goals.
- Provide high quality information, guidance and support based on local and national evidence base.
- Inform young people of local service and activity provision, which could support their wider health and wellbeing needs, in addition to sexual health needs alone.
- Establish new partnerships and opportunities for joint engagement, promotion and delivery.
- Work with other SASH to develop a shared network of wellness-orientated resources and social activities that support positive change.
- Undertake any other duties within your capabilities that are relevant to the job and reasonably requested of you by your manager.

2. Line management

- Provide regular supervision to volunteers and any support staff, good lines of communication, support and direction in case work and group work, training and development and team work.
- Promote good team work and communication.
- Provide practice support and supervision to volunteers where necessary.
- Work closely with volunteers and other staff in the holistic provision of services.

3. Practice and legal knowledge

- Keep abreast of current issues, developments, legislation and guidance within e sexual health, contraception, and young person's support fields, as well as being aware of other agencies and services available.
- Coordinate in-house information and resources as a support mechanism for young people.
- Work at all times within the guidelines and principles of legislation.

- Promote the principles, aims and objectives of METRO
- Be proactive in identifying and managing child protection issues and inform the Deputy Safeguarding Lead, and/or Safeguarding Lead, of any suspected child neglect and/or abuse.
- Work within the guidelines of the METRO's Staff Code of Practice.

4. Data and information and developments

- Assist with funder reports and requirements and in the collection and distribution of management information and service statistics.
- Contribute to particular projects and resource development, commensurate with the aims, objectives and principles of METRO, as may be undertaken by METRO from time to time.
- Undertake evaluation of the impact of service provision and interventions.
- Ensure sensitive and confidential recording of information in accordance with the Data Protection Act and METRO's Information Governance Policies.

Other duties

- 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.
- Participate as directed in training, supervision and appraisal.
- Manage and prioritise own work load using managerial advice and support when needed.
- Assist in the office with day to day running of the Young Person's engagement component of the programme and administrative tasks.
- Participate in individual and group training and undertake a written or oral presentation of received external training for the benefit of the rest of the team, when requested.
- Attend monthly staff meetings and regular own personal supervision.
- To take on any other duties that fall within the scope of this post.

**METRO Young Person’s Community Engagement Worker
Person Specification**

Qualification, Knowledge & Experience	Skills and Abilities	Essential or Desirable	Application Form, Interview, Presentation
	Skills and ability to work from a young person’s based community engagement approach.	Essential	AF & I
Understanding and experience of working in partnership with parents/guardians		Essential	AF & I
In depth knowledge and understanding of the diverse sexual health needs of young people.		Essential	AF & I
	Ability to work and communicate in a manner which empowers young people	Essential	AF & I
	Ability to work supportively with colleagues	Essential	AF & I
Understanding of successful community engagement approaches with young people.		Essential	AF & I
Proven track record working successfully with young people and sexual health & contraception.		Essential	AF & I
	Demonstrated experience and understanding of Safeguarding Children's and Vulnerable Adults and Child Protection.	Essential	AF & I
Has completed STIF (STI Foundation) training or willingness to study towards this.		Essential	AF & I
Experience conducting psycho-social interventions for sexual health e.g. motivational interviewing.		Essential	AF & I

	Assessment and case management skills.	Essential	AF & I
	Experience conducting young person's interventions and providing tailored advice and signposting.	Essential	AF & I
Knowledge of impact of inequalities and barriers to health improvement		Desirable	AF & I
Knowledge and understanding of the specific needs of young people.		Essential	AF & I
	Desire to be an active member of the health, social care and public health sector.	Desirable	AF & I
	Good IT and report writing skills	Essential	AF
Experience giving presentations in front of large groups or schools.		Essential	AF & I
Experience of working with young people on a one to one basis		Essential	AF & I
Experience of delivering group work		Essential	AF & I
Experience of chairing or participating in meetings which include service users		Desirable	AF & I