

April 2019

Dear Applicant,

Thank you for your interest in the post of **Sexual Health Projects Manager**

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)
- 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 9:00am Monday 20th May 2019, 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.

Interview dates to be advised.

For further information regarding this post please contact, **Amanda Jeffery – 020 8305 5000** or amanda@metrocharity.org.uk

We look forward to hearing from you.

Best wishes,



Dr Greg Ussher
Chief Executive Officer

Sexual & Reproductive Health Manager

Job Description and Person Specification

Grade:	PO2 point 37 / 38
Salary:	£33,700
Responsible to:	Head of Sexual and Reproductive Health
Responsible for:	METRO Sexual Health Projects
Job location:	METRO Offices, mainly Woolwich
Date:	Fixed term until 31 st March 2020, with possibility of extension

Job Purpose

This role falls within our busy Sexual and Reproductive Health domain, and is key to the successful delivery of our services. This will include overseeing our sexual health office, which is the hub behind our online services and results management, our dynamic outreach team, and our sexual health administrators. This role will also oversee the innovative training we develop in house and deliver both internally and externally, and will ensure that the varied and active day-to-day operations behind our programmes run smoothly.

The person successful will work closely with our Clinical Projects Manager to ensure quality of service delivery and cohesiveness between sexual health services, and with our Head of Sexual and Reproductive Health to ensure the integration of sexual health projects into the broader functioning of the charity.

Your areas of oversight would include:

- The sexual health office, which provides administrative support and results management for our online programmes, and the NCSP / C Card programmes (currently for Greenwich, Bexley, Wandsworth, Merton, and Richmond (though this may expand)
- The sexual health contracts we hold for the London Borough of Bexley, the London Borough of Greenwich, and South-West London (Wandsworth, Merton, and Richmond), which include the NCSP, the C Card, sexual health training, schools work, and community engagement.

Job Functions/ Responsibilities

1. Provide leadership and management of the sexual and reproductive health projects outlined above, with the aim of delivering and developing quality inclusive services
2. Manage the Sexual Health Office and associated programmes

3. Develop, implement and evaluate plans to increase the delivery of chlamydia screening and signposting to sexual & reproductive health services using appropriate care pathways.
4. Manage relationships with external delivery partners, arrange training where necessary, and facilitate regular good practice sharing and collaboration
5. Contribute to the delivery of METRO's in-house sexual health and contraception training programme
6. Provide ad-hoc, quarterly, and annual reports for each programme.
7. Line manage project staff and volunteers
8. Be responsible for regular auditing, quality control and reporting of programmes against National guidelines
9. Implement national policy and other national level recommendations, e.g. from National Service Frameworks, National Institute of Clinical Excellence, and other guidance/ legislation that may transpire.
10. Maintain and update knowledge, skills and undertake continuing education in accordance with personal and service needs within a framework of a personal development plan.

Other duties

1. Adhere to METRO policies and procedure 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. 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.
4. 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.
5. Undertake any other appropriate duties as requested by the Head of Sexual Health or the broader leadership team.
6. Participate in, and contribute to, higher level management activities, such as management team meetings / away days, training opportunities, operational meetings, domain working groups, etc.

PERSON SPECIFICATION

Sexual and Reproductive Health Manager

	Qualification, Knowledge & Experience	Skills and Abilities	Essential or Desirable	Application Form, Interview, Presentation
1	Degree level qualifications in sexual / reproductive health, education health or public health, or, other relevant degree, or deemed comparable experience.		E	AF
2	At least 3 years' experience working within sexual health services either through: Primary Care, health promotion, education, or young people's services in a charity or statutory setting.		E	AF & I
3	At least 2 years' experience managing, leading and motivating a diverse staff team		E	AF & I
4	Experience of delivering, implementing and evaluating training		E	AF & I
5	Project Management qualifications and/or experience		E	AF & I
6		Ability to implement patient / service user involvement within programme review and development	D	AF & I
7	Knowledge of the national policy context and current issues for sexual health and reproductive service including those targeting young people.		E	AF & I
8	Knowledge of safeguarding, child protection, Fraser Guidelines and their application to services		E	AF & I
9	Thorough understanding of issues facing diverse groups of young people, particularly LGBTQ young people, and young women.		E	AF & I

10	Able to demonstrate an understanding of equal opportunities and an ability to apply this understanding in the workplace		E	AF & I
11		Excellent communication skills, presentation and negotiation skills with multi-agency colleagues, and proven experience of networking with professionals	E	AF & I
12		Ability to manage databases including the ability to recognise any data errors and the ability to recommend improvements to the system.	E	AF & I
13		Able to analyse service data and produce clear and accurate reports	E	AF & I
14	Ability to implement and modify practice based on relevant research, evaluation and evidence, and basic understanding of range of research methods		E	AF & I