

March 2020

Dear Applicant

Thank you for your interest in the post of **Emerging Communities Polish Sessional 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, we will be short-listing from fully filled out application forms supported only.

The completed application form together with the Monitoring Form should be sent to arrive **by no later than 9:00am on 24th March 2020**, either:

- 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
- Or by post or by hand to Human Resources Officer, METRO, N206 Vox Studios, 1-45 Durham Street, London SE11 5JH

Interviews will take place on **Friday 30th February 2020**.

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

We look forward to hearing from you.

Best wishes



Dr Greg Ussher
CEO

METRO Emerging Communities Polish Sessional Worker Job Description

General Information

| | |
|----------------------------|---|
| Job title: | Emerging Communities Polish Sessional Worker |
| Salary: | Up to 5 hours per month at £14.40 p/h |
| Length of contract: | Until December 2020, with possible extension (funding dependent). |
| Hours of Work: | Up to 5 hours per week |
| Accountable to: | METRO Head of HIV, Mental Health and Wellbeing |
| Line Management: | Emerging Communities Manager |
| Job location: | METRO's Vauxhall and Woolwich offices and surrounding areas |

Job Summary

The Polish Sessional Worker will develop, implement, and evaluate METRO's Emerging Communities group HIV prevention and support programme for the remainder of our 2019/2020 MAC AIDS programme. This peer-led HIV prevention and support programme funded by the MAC AIDS fund seeks to work with influencers and volunteers from the Polish community to deliver effective HIV campaigns and HIV prevention and support interventions.

The post holder will identify and assist training for a group of Polish Influencers as well as recruiting, training, inducting and supporting a group of Polish MSM (men who have sex with men) who will assist in developing and executing HIV prevention and support group intervention sessions, social groups and HIV stigma campaign. This new post will be accountable to METRO's Emerging Communities Manager.

The post will assist the Emerging Communities Lead with the planning, implementation and evaluation of the project, as well as extending the project if such opportunities arise. The post-holder will manage a team of volunteer facilitators who will be trained to run HIV prevention intervention and HIV support groups.

The post-holder will take an active anti-discriminatory approach around all areas of work and will be an active member of METRO, and be METRO's HIV domain as and when required.

The Emerging Communities project aims to prevent HIV amongst Latino and Polish MSM in London and promote wellbeing for people living with HIV through peer-led groups and to provide evidence on the efficacy of this HIV prevention and support approach.

Main Tasks of the post:

1. Work collaboratively with METRO's HR Manager, and work within METRO's principles and guidelines of volunteering.
2. Assist in recruiting, training and supporting a group of Polish MSM group facilitator volunteers.
3. Assist in recruiting 20 Polish MSM programme participants. This will include attending GU clinics, visiting Polish and LGBT organisations and social groups and attending relevant events/club-nights.
4. Assist in identifying, contacting and maintaining a good relationship with Polish influencers.
5. Assist in formulating an effective Polish influencer informed and volunteer co-created online campaign and messaging around HIV.
6. Assist in developing, facilitating and evaluating training of all facilitators, including group facilitation techniques, confidentiality and active listening and HIV/AIDS and sexual health.
7. Help formulate group session content in collaboration with programme facilitators.
8. Manage and supervise group facilitators.
9. Work with METRO colleagues and other agencies to recruit and, where necessary, to refer individuals needing support.
10. Assist in developing strong relationships with other Polish and LGBT organisations in London, particularly around project promotion and recruitment.
11. Maintain excellent communication with Emerging Communities Lead and other METRO colleagues.
12. Think innovatively about working with other Polish and LGBT service providers.
13. Ensure line manager and Advisory Group are up to date with project progress and any barriers to project execution.
14. Liaise and work with staff in other national and local voluntary and statutory agencies engaged in the provision of HIV services.

Other Tasks

1. Provide signposting to other METRO and external services where required.
2. To understand and recognise safeguarding situations if they arise.
3. Support others in devising similar community programmes at METRO, and to explore opportunities for seeking additional/subsequent funding.
4. Assist with performance management monitoring reports for meetings.
5. Attend occasional internal and external meetings in order to promote the Chain Reaction programme.
6. Complete any necessary administrative tasks related to the post.

Other Duties

1. Adhere to METRO's 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 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. Maintain and update knowledge, skills and undertake continuing training in accordance with personal and service needs within a framework of a personal development plan.
6. Undertake any other appropriate duties as requested by the 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.

Person Specification

| Qualification, Knowledge & Experience | Skills and Abilities | Essential/ Desirable | Application Form, Interview, Presentation |
|--|---|----------------------|--|
| | Well-developed communication skills. | Essential | Application form & Interview |
| A well-developed understanding of current HIV prevention approaches. | | Desirable. | Application Form, Presentation & Interview |
| A well-developed understanding of issues affecting people affected by HIV/AIDS. | | Essential | Application Form, & Interview |
| | Ability to work on own initiative, as well as an ability to work as part of a team. | Essential | Application Form & Interview |
| | An understanding of the importance of confidentiality as it relates to this work. | Essential | Interview |
| | Enthusiastic and committed approach to work. | Essential | Application Form |
| Basic admin skills. | | Essential | Application Form |
| Good IT skills. | | Desirable | Application Form |
| | Willingness to work in a team | Essential | Interview |
| | Willingness to accept The METRO Centre Equal Opportunities Policy. | Essential | Interview |
| | Able to work evenings and weekends. | Essential | Application Form & Interview |
| Demonstrated experience in developing and/or working on successful HIV prevention and/or support strategies. | | Essential | Application form & Interview |
| Experience of recruiting, training and supervising volunteers. | | Desirable | Application Form & Interview |
| Experience working with MSM, and an understanding of the issues affecting minority communities. | | Essential | Application Form & Interview |
| Fluency or near fluency in Polish. | | Essential | Application Form |