



MAYOR OF LONDON



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Until 2022



23 August 2021

Dear Applicant

Thank you for your interest in the post of Kent Outreach Worker.

In this pack you will find:

- Job Description
- Person Specification

On our website you will find:

- Application Form
- Guidance Notes for Applicants
- Monitoring Form
- Our Equal Opportunities Policy Statement

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.

Applications will be taken on a rolling basis; shortlisted candidates will be invited to interview on receipt of a successful application. Early application is therefore recommended. Your completed application form together with your completed monitoring form should be sent by email to recruitment@metrocharity.org.uk. Please include your full name in the message subject line. Your email including attachments must not exceed 5MB in size. We cannot accept applications by post at this time.

For further information regarding this post please contact **James Newton** on 020 8305 5000 or by email james.newton@metrocharity.org.uk.

We look forward to hearing from you.

Best wishes

Dr Greg Ussher, CEO

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Job description

Key details

Job title	Kent Outreach Worker
Employment status	Part Time (0.5) or Full Time (1.0)
Duration	Until 31 March 2022, with likelihood of extension
Salary/Wage	£23,390
Hours	17.5/week with some evenings and weekends for part time, 35 hours/week with some evenings and weekends for full time
Line manager	Kent Get it Lead
Coordinated by	Head of Sexual & Reproductive Health
Employer	METRO Charity (The Metro Centre Ltd)
Location	Main location of work is METRO Offices, predominantly in Rainham (Medway) and Tunbridge Wells (KENT), as well as from home, and at outreach locations across Kent.

Job outline

To secure this developmental role with excellent opportunities for career progression, you will be a motivated, flexible, and enthusiastic individual who is passionate about working with young people, and wanting to explore the area of sexual health and wellbeing. You will work closely with your colleagues to promote young people living in Kent to utilise the free condom scheme METRO deliver, and to support good sexual health education and training. You will also deliver sexual health outreach and training to young people and link them to their local contraceptive and sexual health services when appropriate. Sexual & reproductive health training will be provided.

Programme

METRO deliver Get it, an innovative scheme which offers free condoms, information, and support to young people aged 13-25 living in Kent, Medway, and certain London boroughs. Get it is offered via key registration and distribution sites across the country, getit.org.uk, and community outreach. Get it has been built in collaboration with young people and forms an integral part of the suite of sexual & reproductive health services delivered by METRO.

Role

You will conduct and support outreach in several settings depending on the need of different young people living throughout Kent. These could be educational settings, youth settings, community events, sports settings, clubs and pubs, and local green spaces. You will target vulnerable young people, such as Looked after Children (LAC), those who are Not in Education, Employment, or Training (NEET), those who come from areas of high deprivation and high need, and those with other increased risk factors. Therefore, you must be able to employ an appropriate and non-judgemental way of working with a variety of young people. You will welcome direction from the Kent Get it Lead, as well as the broader management team at METRO, but you will also be proactive in seeking new opportunities and mechanisms to deliver the scheme. With the support of your line manager and appropriate training, you will be responsible for safeguarding and child protection, and ensuring young people under the age of 16 have been appropriately risk assessed. You do not need to have existing sexual health knowledge to apply for this role, however, a desire and capacity to learn and to work in this field is essential.

Main tasks

1. Deliver Get it to a broad range of young people living and working in Kent, fully explaining the scheme, registering them to the scheme with a brief sexual health intervention
2. Have a clear understanding of safeguarding/Child Sexual Exploitation (CSE), confidentiality, information governance, and data protection, and be able to implement relevant METRO procedures
3. Support the day to day running of Get it programme across Kent, e.g. by preparing resources and supplies, helping set up events, posting activity on social media, checking stock levels, etc.
4. Support Get it and Relationships and Sex Education (RSE) training to big and small groups in several settings, to both young people and professionals alike
5. Support and maintain relationships with current and new partners across Kent, by remaining a professional ambassador of the programme at all times
6. Meet any daily targets set, and comply with any paperwork or other data collection requirements of the programme
7. Maintain a good knowledge of contraception and other sexual health services available to Kent residents, and communicate those options to young people accessing the service.
8. Contribute content for newsletters, quarterly/annual reports and service evaluations for management to feedback Kent's strategic approach, developments and areas for improvement, with the support of your line manager.

Other duties

1. Adhere to METRO 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, GDPR regulations 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 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.
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

Knowledge & Experience	Skills & Abilities	Essential /Desirable	Application /Interview
To have or be working towards a recognised qualification in a relevant field e.g. Youth & Community Studies, Health & Social Care; OR have relevant transferable skills from other work experience		Essential	
Experience engaging and motivating young people aged 13-25 in a paid and/or voluntary capacity		Desirable	Application & Interview
Understand the issues that might impact the sexual health and general wellbeing of young people. especially those in Kent		Essential	Application & Interview
Understand confidentiality, information governance, data protection, child protection, and safeguarding (and how they relate to this role)		Desirable	Application & Interview
Understand (or have an interest in learning) basic sexual health and relationships information, e.g. consent, healthy relationships, STIs, contraception.		Essential	Application & Interview
	A willingness to participate in appropriate training necessary to the role and ability to learn whilst working	Essential	
	Able to confidently and effectively communicate sexual health sensitive and complex information to diverse audiences, with appropriate training	Essential	Application & Interview
	Proactively committed to equality and able to	Essential	Application & Interview

	integrate that commitment into this role		
	Able to deal tactfully and diplomatically with a wide range of people, when discussing sensitive issues and deliver this information in a non-judgemental way	Essential	Application & Interview
	Able to creatively portray the same information in new and interesting ways	Essential	Application & Interview
	Able and willing to work as part of a team	Essential	Application & Interview
	Be able to travel across Kent to attend outreach sessions	Essential	Application & Interview