20 October 2022

Dear Applicant

Thank you for your interest in the post of GMI HIV Prevention Coordinator. 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.

Your completed application form together with your completed monitoring form should be sent to arrive no later than 9:00am on 14 November 2022, 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.

Interviews, likely held over Zoom, will take place in the week beginning 21 November 2022.

For further information regarding this post please contact Anders Neilson on 020 8305 5000 or by email anders.neilson@metrocharity.org.uk.

We look forward to hearing from you.

Best wishes

Andrew Evans, CEO
Job description

Key details

Job title                                      GMI HIV Prevention Coordinator
Employment status                              Part-time
Duration                                        Permanent
Salary/Wage                                      £28,976 p.a. pro rata equating to £23,180.80 p.a.
Hours                                          28 hours a week, which requires regular evening and weekend availability, shift times will vary from week to week. This post would suit applicants looking for flexible, part-time work.
Line manager                                    GMI Partnership & HIV Prevention Manager
Coordinated by                                  METRO and GMI partner agencies
Employer                                        METRO Charity [The Metro Centre Ltd]
Location                                        METRO Woolwich and across other GMI Partner offices /Mobile outreach in London.

Job outline

The post holder will coordinate and provide information-based sexual health outreach services, testing and brief HIV prevention interventions in commercial venues and at events across London. Interventions will predominantly target people who may be at higher risk of HIV and STI acquisition, particularly amongst higher prevalence communities such as Gay, Bisexual and Men who have Sex with Men (GBMSM), Black African and Trans communities. This role will involve working within sex on premises venues frequented by GBMSM and would therefore be best suited to someone from that community. This position is only open to applicants who identify as male (Equality act 2010 Schedule 9 Part 1) as the role will involve working in male only venues.

Programme

The post holder will be a member of the GMI Partnership team, based at METRO, working closely with their counterparts at other GMI partner agencies (Positive East and Spectra). The partnership is the main provider of the London HIV Prevention Programme, a sexual health and HIV testing outreach programme for GBMSM, across the capital. The post holder will be responsible for liaising directly with other contract partners and being a main point of contact for
various outreach venue providers. The worker will form part of the METRO HIV Domain and will support the overall HIV prevention services provided by the charity.

**Main tasks**

1. Provide outreach and brief sexual & holistic health interventions at commercial venues and events across London.

2. Undertake HIV Point of Care testing (POCT) in outreach settings, agency POCT sites and within our mobile clinic bus. This will involve working within some sex on premises commercial venues.

3. Work closely with communities most at risk of HIV acquisition, predominantly GBMSM, but also migrant, Trans and Black African communities.


5. Recruit, coordinate and support a team of outreach volunteers.

6. Work closely with METRO’s other HIV prevention and HIV support teams.

7. Signpost/support individuals to sexual health, GUM and other clinical services as appropriate. This includes referrals for PrEP, supporting treatment adherence, and more holistic health support.

8. Develop links and take the lead in maintaining effective communications with commercial venues, clinics and other agencies in assigned region(s).

9. Provide a lead liaison role between venues and condom/lube providers ( Freedoms) providing site intel directly to Freedoms about stock and resources, and any other feedback to direct line management.

10. Assist with developing and delivering sexual health and HIV awareness trainings for commercial venue staff and other groups as directed.

11. Collect and input relevant data during and after outreach and community testing sessions and record and submit shift reports and case studies.

12. Attend and support a METRO/GMI presence at key events through out the year such as Pride, Black Pride, National Testing Week.

13. Support with testing and identifying clients against late HIV diagnosis and those who may be lost to care.

15. Attend meetings of METRO, GMI Partnership and external agencies and groups as agreed with line manager and METRO management.

16. Complete the required training to comply with quality assurance processes.

17. Abide by health and safety guidelines and share responsibility for own safety and that of colleagues and clients

**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 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.
6. Undertake any other appropriate duties as requested by your 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

<table>
<thead>
<tr>
<th>Knowledge &amp; Experience</th>
<th>Skills &amp; Abilities</th>
<th>Essential /Desirable</th>
<th>Application /Interview</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identifies as male (Equality act 2010 Schedule 9 Part 1)</td>
<td></td>
<td>Essential</td>
<td>Application</td>
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<tr>
<td>Education/Experience in health, social work or other relevant qualification, or deemed comparable experience</td>
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<td>Essential</td>
<td>Application</td>
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<tr>
<td></td>
<td>Understanding of emerging cultural and/or environmental influences that increase the risk of HIV acquisition and prevention. E.g. Chemsex, PrEP, PEP</td>
<td>Essential</td>
<td>Both</td>
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<tr>
<td>2 years relevant experience of providing behavioural change interventions in an outreach setting</td>
<td></td>
<td>Desirable</td>
<td>Both</td>
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<tr>
<td></td>
<td>An understanding of HIV/STI Prevention and Support methodologies and their use in the community most affected such as MSM, BAME, Trans people, Sex workers and Injecting drug users</td>
<td>Essential</td>
<td>Interview</td>
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<tr>
<td>Experience of working with and coordinating volunteers</td>
<td></td>
<td>Desirable</td>
<td>Interview</td>
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<tr>
<td>Experience of working with GBMSM and an understanding of issues affecting this client group</td>
<td></td>
<td>Desirable</td>
<td>Application</td>
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<td></td>
<td>Understanding of confidentiality and boundaries when work with clients</td>
<td>Essential</td>
<td>Both</td>
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<tr>
<td>Experience of providing Point of Care testing and supporting clients with basic STI sampling (training will be provided)</td>
<td></td>
<td>Desirable</td>
<td>Both</td>
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<td></td>
<td>Understanding of the practical and emotional support needs of people affected by HIV/AIDS</td>
<td>Essential</td>
<td>Application</td>
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<td></td>
<td>Understanding of how to conduct risk assessments and monitor ongoing risks within an outreach setting</td>
<td>Essential</td>
<td>Both</td>
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<tr>
<td>Requirement</td>
<td>Essential</td>
<td>Application</td>
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<tr>
<td>Ability to work on own initiative, as well as an ability to work as part of a team</td>
<td>Essential</td>
<td>Application</td>
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<td>Ability to offer advice, information, empowering clients, and supporting them in making informed choices</td>
<td>Essential</td>
<td>Both</td>
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<td>Knowledge of safeguarding</td>
<td>Desirable</td>
<td>Interview</td>
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<td>Excellent communication skills, internally and with multi-agency colleagues, and proven experience of networking with professionals</td>
<td>Essential</td>
<td>Both</td>
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<tr>
<td>Ability to manage own workload, calendar and administration, including the use Microsoft Office, Sharepoint and databases</td>
<td>Essential</td>
<td>Both</td>
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<td>Hold a UK driving license for 2+ years and a willingness to drive a large mobile clinic bus</td>
<td>Desirable</td>
<td>Interview</td>
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<tr>
<td>Ability to work evenings and weekends</td>
<td>Essential</td>
<td>Interview</td>
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