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3 October 2023

Dear Applicant

Thank you for your interest in the post of Hertfordshire Sexual Health Admin and 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.

We are eager to have someone in post and therefore applications will be reviewed and interviews scheduled on a rolling basis until the position is filled.

Your completed application 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. Please also complete the Equality and Diversity monitoring form.

For further information regarding this post please contact **Faridah Tucker** on 020 8305 5000 or by email faridah.tucker@metrocharity.org.uk.

We look forward to hearing from you.

Best wishes

Andrew Evans, CEO

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Job description

Key details

Job title	Hertfordshire Sexual Health Admin and Outreach Worker
Employment status	Full-time
Duration	Until 31 March 2028, with possibility of extension
Salary/Wage	£24,624
Hours	35 hours a week, Monday – Friday with some occasional evening and weekend working
Line manager	Hertfordshire Sexual Health Get It and NCSP Lead
Employer	METRO Charity (The Metro Centre Ltd)
Location	This role will be mainly outreach focused at various locations across Hertfordshire. The main office of work is the Central London Community Healthcare Trust office in Stevenage.

Job outline

We are seeking a committed, organised, and flexible individual who is passionate about exploring sexual health and wellbeing with individuals, and is able to support systems that help service users in Hertfordshire to improve their sexual health. You will provide interventions in sexual health in outreach locations across the county in groups as well as in a 1:1 capacity, encouraging service users to complete a chlamydia and gonorrhoea screen, and register to the free condom scheme. Alongside outreach, you will carry out administrative tasks such as assuming overall responsibility for the ordering and monitoring of stock and other resources, by posting free condoms to service users via our online service, and by accurately maintaining client management systems and electronic databases required for the programme to function. You will also need to be competent in Microsoft Office and be able to produce accurate records.

Programme

METRO is working in partnership with Central London Community Healthcare Trust (CLCH), to deliver our ISHS in Hertfordshire. On this new five-year contract, the METRO team will be fully integrated and co-located within CLCH's services in Hertfordshire, delivering outreach activities in the local community tailored to local needs. The service aims to reach those who are most vulnerable or at risk, and involves collaboration with local outreach organisations targeting LGBTQ+ people, speakers of other languages, young people, and those living in more deprived areas.

Main tasks

1. Deliver outreach sessions in Hertfordshire to include the most vulnerable or at risk, collaborating with local outreach organisations, targeting LGBTQ+ people, speakers of other languages, young people, and those living in more deprived areas
2. Support the day-to-day running of sexual health programme across Hertfordshire, e.g. by preparing resources and supplies, helping set up events, posting activity on social media, checking stock levels, etc.
3. Encourage people to screen for chlamydia and gonorrhoea and to register for in a variety of venues and scenarios, fully explaining the schemes and their benefits
4. Support sexual health training to big and small groups in several settings, to both service users and professionals
5. Support and maintain relationships with current and new partners across Hertfordshire by remaining a professional ambassador of the programme at all times
6. Contribute content for newsletters, quarterly/annual reports and service evaluations for management
7. Process chlamydia and gonorrhoea screening kits, and condom orders, checking data to support orders
8. Manage and dispatch online registrations, distributions and site orders
9. Manage and maintain appropriate levels of condoms and testing kits in a tidy and organised fashion
10. Ensure the Get it website is kept up to date
11. Support website and site queries
12. Understand the full suite of Integrated Sexual health Service (ISHS) services, signposting and making referrals or professional connects when appropriate
13. Understand safeguarding and child sexual exploitation (CSE) risks and be able to follow safeguarding procedures, including making safeguarding reports to the local authority and following Fraser Guidelines
14. Ensure confidentiality of data, particularly when dispatching data to external agencies, and have an awareness / understanding of data protection issues, in line with METRO's Information Governance Policies and procedures.

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

Knowledge & Experience	Skills & Abilities	Essential /Desirable	Application /Interview
Relevant work or volunteering experience, or recognised public health, health promotion, youth work or other relevant degree or qualification		E	AF
Experience of working with a diverse range of people, especially those who are at higher risk, in groups as well as 1:1		E	AF & I
Understand (or have an interest in learning) basic sexual health and relationships information, e.g. consent, healthy relationships, STIs, contraception.		E	AF & I
Understand the issues that might impact the sexual health and general wellbeing of individuals		E	AF & I
Knowing how to prioritise different project needs and priorities		E	AF & I
Experience with record keeping, using databases accurately		E	AF & I
Experience with producing basic data reports, eg using Microsoft Excel or a basic data base		D	AF & I
Understand and be able to apply safeguarding and child protection within remit of the role		E	AF & I
	Can learn new applications and programmes quickly when needed	E	AF & I
	Can audit, manage, and maintain stock	E	AF & I
Understanding of equalities and how they relate to this role		E	AF
	A willingness to participate in appropriate training necessary to the role and ability to learn whilst working	E	AF & I
	Able to confidently and effectively communicate sexual	E	AF & I

	health sensitive and complex information to diverse audiences, with appropriate training		
	Ability to communicate clearly and confidently in a sensitive and non-judgmental manner	E	AF
	Ability and willingness to work flexibly, including at evenings and weekends	E	AF & I
	Ability to travel to outreach sessions across Hertfordshire	E	AF & I