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3 October 2023

Dear Applicant

Thank you for your interest in the post of Hertfordshire Outreach and Engagement 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 Outreach and Engagement Worker (two posts)
Employment status	Full-time
Duration	Until 31 March 2028, with possibility of extension
Salary/Wage	£27,189
Hours	35 hours a week, Monday – Friday with some occasional evening and weekend working
Line manager	Hertfordshire Sexual Health Outreach and Engagement 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

As a committed, motivated, and outgoing individual, you will support sexual health education and prevention as part of the Integrated Sexual health Service (ISHS) in Hertfordshire. You will provide interventions in sexual health in outreach locations across the county. Sexual health sessions will take place in groups as well as in a 1:1 capacity, and will require you to focus on providing information about sexual health to those who are vulnerable or at risk, encouraging service users to complete a chlamydia and gonorrhoea screen, and register to the free condom scheme. You will work closely with the wider METRO team in Hertfordshire, including collaborating closely with the other Hertfordshire Sexual Health Outreach and Engagement Worker, and the Hertfordshire Sexual Health Admin and Outreach Worker. The role also involves delivering sexual health training and presentations to service users and professionals.

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. 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
3. Deliver accurate and relevant sexual health information to large and small groups of people, 1:1 in brief interventions of up to six sessions, as well as to groups of various sizes in presentations and workshops
4. Support the development of relationships with local partner organisations and help to source new venues where outreach and service promotion can be conducted
5. Understand the full suite of Integrated Sexual health Service (ISHS) services, signposting and making referrals or professional connects when appropriate
6. Work closely with the Central London Community Healthcare Trust (CLCH) team to deliver an interlinked suite of services that support the holistic wellbeing of service users living in Hertfordshire
7. 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
8. Collect relevant data for quarterly reporting
9. 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.
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
11. Undertake administrative work generated by the post and to ensure that such work is complete.

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
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
Experience of providing sexual health support, advice, and service information with good underlying knowledge base		D	AF
Experience of working with a broad range of service providers as a representative of an organisation		E	AF & I
Thorough understanding of issues facing diverse groups of people, particularly speakers of other languages, LGBTQ+ people, women, and young people.		E	AF & I
Knowledge of safeguarding, child protection, Fraser Guidelines and their application to services		E	AF
Understanding of equalities and how they relate to this role		E	AF
Experience using social media to engage service users		D	AF
	Ability to communicate clearly and confidently in a sensitive and non-judgmental manner	E	AF
	Proven ability to develop positive relationships based on trust, confidence and mutual respect with service users in a range of settings and from a range of backgrounds.	E	AF
	Ability to learn to deliver sexual health training and presentations to small and	E	AF

	large groups of service users with training		
Experience of providing sexual health support, advice, and service information with good underlying knowledge base		D	AF & I
	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