



## **The Positive People's Network**

### **Access Hub Buddy Role Description**

**Please note that for the role of Access Hub Buddy we are only considering applicants who are HIV+, as we hope that as a buddy you will use your unique knowledge and experience of living with HIV to support new attendees.**

#### **The time required for this volunteering opportunity is:**

We expect that you will attend brief training, and then commit yourself for at least three Access Hub sessions at the location of your choice. Please note that the Access Hub is likely to operate outside of 'normal' working hours, including evenings and weekends; and that each Access Hub will run for a duration of two to three hours.

#### **Initial training commitment:**

We expect that you will attend brief training at either:

- METRO Lambeth (Kennington)
- METRO New Cross

#### **Description of Role –**

The Positive People's Network (PPN) is an exciting project METRO is running in partnership with the Africa Advocacy Foundation (AAF), Positively UK and Catholics for AIDS Prevention and Support (CAPS). The aim of PPN is to empower people living with HIV (PLHIV) living in Lambeth, Southwark and Lewisham to develop strategies to lead happy, healthy and fulfilling lives through the opportunity to share experiences and advice.

As part of the Positive People's Network, we are establishing the Access Hub, to be held at METRO New Cross or METRO Lambeth. The Access Hub is designed to be an inclusive social space for people living with HIV to gain information about the various support services available and to share knowledge, ideas and advice about how to live well with HIV. We are currently recruiting friendly and approachable Access Hub Buddies, who are living with HIV, to help to facilitate the Access Hub. The voluntary role of an Access Hub Buddy is to welcome attendees to the Access Hub, briefly assess their needs and to help direct them to other support services. Access Hub Buddies will be provided training and supported throughout the programme.

#### **ACCESS HUB BUDDY DUTIES:**

- Welcome new attendees to the Access Hub and introduce them to other attendees.
- Describe to attendees the various aspects and workings of the Positive People's Network (PPN) and Access Hub.
- Encourage new attendees' confidence, understanding and participation in the PPN and Access Hub.
- Briefly assess new attendees' particular needs and describe the various support services offered by METRO, Africa Advocacy Foundation, Positively UK and Children and Catholics for AIDS Prevention and Support.
- Assist to facilitate such needs being met within the Access Hub, which also may entail accompanying newly diagnosed persons to other support services.

#### **WHAT WE EXPECT FROM YOU:**

- A commitment to attending Access Hub Buddy Training and to fulfil your role as a Buddy.
- A good working knowledge of English.
- Understanding of how living with HIV affects different people in different ways.
- Knowledge (aided by your training) of the various support services offered by METRO, Africa Advocacy Foundation, Positively UK and Children and Catholics for AIDS Prevention and Support.

- Good communication skills.
- It would benefit if you are at least bilingual.
- To be friendly, approachable and respectful towards people of diverse faiths, ethnicities, genders and sexual orientations.
- To appreciate the need for absolute confidentiality, and to be able to protect people's privacy.
- To be able to maintain personal boundaries (aided by your training).
- Be willing to submit to a DBS (Disclosure and Barring Service) check.
- Work within METRO's principles and frameworks.
- Adhere to and promote METRO's Equal Opportunities policy
- Adhere and work to METRO's agreed policies regarding confidentiality, Safe Guarding, operational policy, Information Governance etc.

**The areas of interest and types of activity which best fit the voluntary opportunity on offer are:**

<b>X</b>	<b>Area Of Interest</b>	<b>X</b>	<b>Type of Activity</b>
	Animals		Administration
	Art and Culture	<b>X</b>	Advice work
	Children		Architecture and building work
	Disability		Art
	Disaster relief	<b>X</b>	Befriending
	Domestic violence		Business and management
<b>X</b>	Drugs and addiction		Campaigning and lobbying
	Education and literacy	<b>X</b>	Caring
<b>X</b>	Elderly		Catering
<b>X</b>	Employment	<b>X</b>	Community Work
	Environment		Computers and technology
	Families	<b>X</b>	Counselling
<b>X</b>	Gay, Lesbian, Bi and Trans-sexual		Driving
<b>X</b>	Health, hospitals and hospices		Entertainment
	Heritage		Finance work
<b>X</b>	Homeless and housing		Fundraising
<b>X</b>	Human and Civil rights		Hostel work
	International aid	<b>X</b>	Languages
	Legal Aid and Justice		Legal work
<b>X</b>	Mental Health		Marketing PR and Media
<b>X</b>	Mentoring		Music
	Millennium Volunteers		Practical work & DIY

	Museums		Retail & Charity shops
	Music		Teaching and training
	Politics		Board of Trustees/ Management Committee
	Prisoners and ex-offenders		Under 16 volunteering
<b>X</b>	Race and Ethnicity and Refugees		
	Religion		
	Sport and outdoor activities		
<b>X</b>	Women's Groups		
	Youth		

*The volunteer recruitment and selection procedures used are:*

Application form	<b>X</b>	Police checks/DBS Disclosure	<b>X</b>
Induction	<b>X</b>	References	<b>X</b>
Formal interview	<b>X</b>	Trial period	<b>X</b>

<b>Age/gender restrictions</b>	Applicants should be HIV+ and over 18.
--------------------------------	----------------------------------------

**The following conditions apply to this volunteering opportunity:**

Details of out of pocket expenses provided for this volunteering opportunity	<i>Travel expenses paid for all volunteers. Meal expenses for sessions 4 hours plus. Receipts must be provided.</i>
Details of induction, supervision and support offered to volunteers	<i>Access Hub Buddies will receive training and will be supported throughout the programme.</i>
Details of what insurance is provided for volunteers both on and off the premises	<i>Volunteers are covered under our "Employers Liability Insurance" whilst representing The Metro Centre Ltd on or off the premises.</i>
Details about any training offered to volunteers, both informal and/or any accredited training	<i>As above</i>

## **Volunteers with Additional Support Needs**

*METRO is committed to equality of opportunity and diversity to those in the community with Additional Support Needs such as learning difficulties, mental health issues, physical disabilities and long term illnesses.*

*METRO understands that involving volunteers with Additional Support Needs is dependent on the level of support required and the organisation's ability to meet these needs.*

<b>Signed:</b>	<b>Date:</b> 09/10/2023
<b>Name:</b> Jakub Krzyzynski	<b>Position in Partnership:</b> LSL Partnership HIV Services Manager
<b>Contact Telephone Number:</b> 07494497590	<b>Email:</b> <a href="mailto:jakub.krzyzynski@metrocharity.org.uk">jakub.krzyzynski@metrocharity.org.uk</a>