**Professional Training Volunteer** Role Description

Prevention and Testing Team

## Purpose of the Role

Within this role, you will have the opportunity to connect with target communities throughout North East London through:

* remote and in-person professional training
* the development and tailoring of live webinars, sexual health awareness workshops and other sexual health content
* promoting HIV awareness and increasing the uptake of sexual health services

You will report to the Professional Training Lead and work with the Prevention and Testing Team.

## Key Activities

* Assisting in identifying and mapping out specific organisations and venues who might be interested in and have need for professional training
* Helping to educate around HIV awareness to promote good sexual health and increase the uptake of HIV testing and other sexual health services
* Engaging community groups, businesses, charities, faith groups and other organisations who work with those at enhanced need in North East London
* Proactively giving out information and share knowledge on HIV and STI testing and other sexual health information (e.g., PrEP, PEP, contraception, etc.)
* Attending relevant workshops and training sessions
* Working within Positive East’s policies and procedures

## Training and Support

* General Volunteer Induction
* Outreach Training
* Training in Professional Training Delivery
* Regular supervision

## Benefits of the Role

* Gain experience of working in the charity sector
* Gain experience with public speaking and training delivery in professional settings
* Gain interpersonal skills that are useful in both professional and personal life
* Develop your knowledge and skills of HIV testing and prevention, including opportunities to help deliver HIV awareness workshops
* Receive ongoing support in conducting your role as well as continual personal development
* Develop computer skills, including database systems
* Be part of a vibrant network of valued volunteers at Positive East

## Personal Specification

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| **Requirements** | **Essential** | **Desirable** |
| No formal qualifications are needed | Checkmark outline |  |
| Confident use of English (both spoken and written) | Checkmark outline |  |
| A desire to engage the community regarding sexual health | Checkmark outline |  |
| Dedication and commitment to Positive East’s mission and objectives | Checkmark outline |  |
| Member of one of our target communities |  | Checkmark outline |
| An enhanced DBS Check is required for this Volunteering Role\*\* | Checkmark outline |  |
| **Skills and abilities** |  |  |
| Punctuality and reliability | Checkmark outline |  |
| A willingness to speak publicly whilst delivering workshops and training sessions in front of groups of professionals | Checkmark outline |  |
| An interest in working with people from different backgrounds and cultures | Checkmark outline |  |
| An ability to work on your own as well as part of a team | Checkmark outline |  |
| Basic computer skills | Checkmark outline |  |
| Understand, respect, and maintain confidentiality | Checkmark outline |  |
| Good organisational skills and an ability to manage your own work | Checkmark outline |  |
| Understand and work within appropriate boundaries | Checkmark outline |  |
| Ability to record information clearly and accurately | Checkmark outline |  |

\*\* *Having a criminal record will not necessarily prevent you from volunteering with us but may depend on the nature of the circumstances/background of the conviction*.

## Hours and commitment

During the working week and outside “normal” office hours, including evenings and weekends.

**Required commitment:** Positive East expects a minimum monthly commitment of 7 hours, (usually 2 x 3 hour shifts, but this may vary) for a minimum of six (6) months once trained.

Once a session is scheduled and agreed to, attendance is mandatory unless for unavoidable reasons. **Unexcused absences without prior notice of 3 times will be grounds for dismissal as a volunteer.**

## Location

* Remote delivery through online platforms
* Various locations across East London where community groups meet (optional)
* Positive East, 159 Mile End Road, London, E1 4AQ (Stepney Green tube)

## More information

For more information or to discuss volunteering opportunities please contact Positive East’s Volunteer Manager at [**Maria.Kubler@positiveeast.org.uk**](mailto:Maria.Kubler@positiveeast.org.uk)

## Other opportunities

We also offer workshops, information stalls and testing services in the community. If you’d be interested supporting the delivery of these services, please let us know.