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| **Title of Post:** | Prevention & Testing Coordinator |
| **Salary:** | £30,000 pro-rata + 6% pension contribution (+ statutory contribution) |
| **Location:** | Venues across East London and Positive East’s office in Stepney Green |
| **Hours:** | 36 hours a week; evening and weekend work will be required, but time off will be given in lieu of overtime |
| **Accountable to:** | Head of Prevention & Testing |
| **Accountable for:** | Volunteers |

We’re a lived experienced organisation and we value the knowledge, experience and expertise of someone from the communities this project aims to support and empower.

**Job Summary**

We are looking for a driven person to join our Prevention & Testing team helping us to end all new cases of HIV in London by 2030. You’ll play a pivotal role in empowering those disproportionately impacted by HIV and poorer sexual health outcomes, to take control of their sexual health. This includes a focus on gay, bi and other men who have sex with men and black African communities.

The post holder will coordinate and deliver HIV (point of care) and STI testing and information-based sexual health outreach services, at venues and events across East London. This includes libraries, community centres, temporary accommodation and hostels, bars and clubs, sex-on-premises and public sex environments. The post will work in partnership with our Fast Track Cities and GMI HIV workstreams.

You will be a part of a passionate team and you’ll support with the recruitment and training volunteers who provide invaluable support to the team.

We will be looking for a candidate who can demonstrate a proactive approach in identifying opportunities to reach those living with undiagnosed HIV. You’ll also be aware of how those impacted by HIV are not a homogenous group and in the importance of intersectional identities.

**Job description**

* + Identifying opportunities and liaising with venues to offer point of care HIV and STI testing
	+ Delivering HIV & STI testing services in a range of community settings
	+ Coaching clients in how to accurately perform and read HIV tests over Zoom or Teams
	+ Delivering HIV awareness training to professionals and sexual wellbeing workshops to community members
	+ Coordinating and booking training and workshops
	+ Booking information stalls and attending key community events on behalf of Positive East
	+ Providing sexual health and advice on hook-up apps including Grindr, Scruff, Squirt, Jackd, and Growlr
	+ Providing sexual health and advice on closed Facebook and WhatsApp groups for ethnic minority communities
	+ Representation and attendance at key stakeholder and community network meetings
	+ Supporting the Prevention & Testing Manager with recruitment and training of volunteers
	+ Supporting volunteers to have the skills and confidence to talk to clients about HIV and STI prevention
	+ Risk assessing venues and services to ensure that they’re safe to deliver services
	+ Recording and monitoring interactions and HIV tests in a timely manner on our CRM system
	+ Supporting the Head of Prevention and Testing in delivering monitoring and evaluation reports
	+ Carrying out the above duties with due regard to the Equal Opportunities Policy and all other policies, procedures, and guidelines of Positive East
	+ Keeping abreast of medical, social, and epidemiological developments in the field of HIV and changes in health and social care issues
	+ Always acting in a way that upholds the ethos and professional standing of Positive East
	+ Carrying out any duties appropriate to the grade, as required
	+ To actively support the Charity’s fundraising activities.
	+ To play an active role in being part of the wider Positive East team to ensure that we achieve both our day to day and strategic objectives.
	+ Support the Charity’s activities as agreed with line manager around events including World AIDS Day, Pride, Positive East presentations and launches or other key annual events**.**

**Person Specification**

**Essential**

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| a) | 6 months experience in health promotion or other relevant area or deemed comparable experience. | Form, Interview |
| b) | Knowledge of the sexual health needs communities disproportionately impacted HIV, particularly gay, bi and other men who have sex with men (MSM), black African communities and South Asian communities | Form, Interview |
| c) | Knowledge of health inequalities and how they impact minoritised communities  | Form, Interview |
| d) | Understanding of health promotion methods in outreach settings, and peer education approaches to HIV prevention | Form, Interview |
| e) | Excellent communication and negotiation skills, with a good level of written and spoken English. | Form, Interview |
| f) | Understanding of approaches to helping people change their behaviour and reduce risk taking (e.g. Motivational interviewing, behaviour change communication principles and practices) | Form, Interview |
| g) | Commitment to empowering clients, and supporting them in making informed choices | Form, Interview |
| h) | Respectful of boundaries and understanding of the importance of confidentiality  | Form, Interview |
| i) | Ability to effectively plan to deadlines and achieve targets | Form, Interview |
| j)  | Effective team player skills | Form, Interview |
| k) | Ability and commitment to implement equal opportunity and anti-oppressive practice in all aspects of the work | Form, Interview |
| l) | Excellent IT skills: Ability to use Microsoft Office packages (word, power point, excel), use databases (including data entry) and be familiar with the use of Zoom or Teams | Form |
| m) | Knowledge and understanding of the needs and issues faced by people affected by HIV in the UK | Form, Interview |
| n) | A demonstrable understanding of how to conduct risk assessments and monitor ongoing risks within an outreach setting | Form, Interview |
| o) | Ability and commitment to reflect on own performance effectively using supervision and appraisals to identify areas for support, development and training | Form, Interview |
| p) | Ability to use social media, dating apps and other digital network platforms as an engagement, information sharing and signposting tool | Form, Interview |
| q) | Experience of using computer database systems including entering data and contributing to reports | Form, Interview |
| r) | Ability to work evening and weekends | Form |

**Desirable**

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| a) | Ability to speak another community language  | Form |
| b) | Knowledge of adult safeguarding | Form |