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| **Title of Post:** | Prevention & Testing Manager |
| **Salary:** | £35,000 pro-rata + 6% pension contribution (+ statutory contribution) |
| **Duration:** | One year fixed contract |
| **Location:** | Positive East offices and outreach sites across London |
| **Hours:** | Part-time, 21 Hours per 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:** | Staff and 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**

You will manage the outreach service of the GMI partnership[[1]](#footnote-2) (with partner charities METRO and Spectra). This will include the coordination of testing and outreach information and advice across London for the London HIV Prevention Programme for gay, bi and other men who have sex with men, and a Fast Track Cities funded programme for migrant communities.

You will support the Head of Prevention & Testing to coordinate and deliver activity across East London as part of our local authority-funded programmes. This includes coordinating volunteers, facilitating training and delivering reflective practice and meetings. You’ll work closely with the Research and Performance Manager at Spectra and the GMI Partnership and HIV Prevention Manager at Metro to ensure that performance and data reflect the contract requirements.

**Job description**

##### Managing 2 part-time staff and coordinating testing, outreach and condom & lube distribution, delivered by GMI partnership staff and volunteers. You’ll also support the FTC Programme Coordinator to ensure that we have coverage and delivery to targets.

##### You will chair a monthly GMI team meeting, monthly GMI reflective practice session and a monthly volunteer reflective practice

##### Contributing to quarterly LHPP and FTC reports including submitting data, writing narrative, and editing case studies

##### Representation at GMI team meetings including monthly management team meetings and bi-monthly steering group meetings, alongside bi-monthly GMI capacity building meetings

##### Interviewing, onboarding, and delivering induction and testing training to volunteers and GMI staff

##### Supporting the Head of Prevention & Testing with volunteer supervision and our monthly Positive East Journal Club

##### Engaging with venue owners to increase testing access points and to increase awareness and uptake of our services

##### Participating in outreach and testing activities

##### Delivering HIV awareness training for external professionals

* + Carrying out duties in line with Positive East’s Equal Opportunities Policy and all other policies, procedures and guidelines
  + Carrying out any duties appropriate to the grade, as required

**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) | Effective team facilitation/management skills with an ability to support and lead a team of staff and volunteers to achieve its goals | Form, Interview |
| c) | Ability to think and plan strategically and proactively | Form, Interview |
| d) | Knowledge of the sexual health needs communities disproportionately impacted HIV, particularly gay, bi and other men who have sex with men (MSM), and migrant communities | Form, Interview |
| e) | Knowledge and understanding of sexual health, HIV prevention, STIs and LARC | Form, Interview |
| f) | Ability to undertake HIV & STI testing, or willingness to learn | Form, Interview |
| g) | Knowledge of health inequalities and how they impact minoritised communities | Form, Interview |
| h) | Understanding of health promotion methods in outreach settings, and peer education approaches to HIV prevention | Form, Interview |
| i) | Excellent communication and negotiation skills, with a good level of written and spoken English. | Form, Interview |
| j) | 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 |
| k) | Commitment to empowering clients, and supporting them in making informed choices | Form, Interview |
| l) | Respectful of boundaries and understanding of the importance of confidentiality | Form, Interview |
| m) | Ability to effectively plan to deadlines and achieve targets | Form, Interview |
| n) | Effective team player skills | Form, Interview |
| o) | Ability and commitment to implement equal opportunity and anti-oppressive practice in all aspects of the work | Form, Interview |
| p) | 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 |
| q) | Knowledge and understanding of the needs and issues faced by people affected by HIV in the UK | Form, Interview |
| r) | A demonstrable understanding of how to conduct risk assessments and monitor ongoing risks within an outreach setting | Form, Interview |
| s) | Ability and commitment to reflect on own performance effectively using supervision and appraisals to identify areas for support, development and training | Form, Interview |
| t) | Ability to use social media, dating apps and other digital network platforms as an engagement, information sharing and signposting tool | Form, Interview |
| u) | Experience of using computer database systems including entering data and contributing to reports | Form, Interview |
| v) | Ability to work evening and weekends | Form |
| w) | Keep abreast of medical, social and epidemiological developments in the field of HIV and changes in health and social care issues. | Form |
| x) | At all times to act in a way that upholds the ethos and professional standing of Positive East. | Form |
| y) | Carrying out any duties appropriate to the grade, as required. | Form |

**Desirable**

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| --- | --- | --- |
| a) | Experience of working in partnership with third sector organisations, particularly in health or social care, or in HIV/sexual health settings (NHS or Vol sector) | Form, Interview |
| b) | Ability to speak another community language | Form |
| c) | Knowledge of adult safeguarding | Form |
| d) | A demonstrable understanding of how to conduct risk assessments and monitor ongoing risks within an outreach setting | Form |

1. #### GMI is a partnership between 3 Charities (Metro, Positive East and Spectra).

   [↑](#footnote-ref-2)