



***Head of Prevention & Testing  
Recruitment Pack***

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Thank you for considering applying for this key role within our leadership team at Positive East. We are looking for a strong compassionate leader to head up our dynamic Prevention and Testing team of staff and volunteers ensuring we play our part in ending new transmissions of HIV by 2030.

At Positive East we believe this can only be achieved if our success over HIV is an inclusive one, where no community or group is left behind.

We want the full HIV prevention tool-kit to be available to all who need it. In particular we are addressing PrEP access inequity which significantly impacts on women and other minoritised groups. We do not believe in waiting for communities to come to us. We take services (like HIV and STI testing) out to where people live their lives. We are increasingly driving our work using community insight to break down barriers to communities accessing services. We take a sex positive approach to our work so that pleasure is a key part of our message in promoting good sexual health for all.

We also recognise that the same communities that experience inequalities with HIV also are impacted by poorer Sexual Health and Reproductive Health outcomes. We are working to address these inequities and inequalities in the work we do.

This is an exciting time to be involved in the HIV and Sexual Health world. Leading our team you would have the opportunity to shape and increase our impact.

I look forward to receiving your application.

You would be welcome to get in contact with either Steve Worrall (our Deputy Director and line manager for this role) or myself to have an informal discussion about the role.

With best wishes

A handwritten signature in black ink, appearing to read "Mark A. Santos".

**Mark A. Santos**  
Executive Director  
Positive East

# Positive East

## Background and benefits

### *The work of the Charity*

Positive East is the largest HIV community based charity in London, now in our third decade. We have 32 staff and 80 volunteers delivering services and supporting the work of the organisation. The Charity enables people with HIV to live full and healthy lives and works to ending the onward transmission of HIV.

We have a holistic service offer providing welfare benefits advice, peer mentoring, support groups, wellbeing seminars/workshops, counselling, specialist psychology 'ReAssure' (migrant women who have been subject to trauma), HIV and STI testing (undertaken in multiple locations across east London and through our GMI Partnership London), training, outreach & engagement. We are strongly committed to delivering through partnership working as this maximises our impact, strengthens our service offer and extends our reach. We proudly partner with HIV clinics, charities, community groups, councils and any organisations that can support us in achieving our vision and mission.

### *A good place to work*

We pride ourselves on being a good place to work and a recent Investors in People Assessment (March 2022) states we should be proud of the following:

Your people:

- state that Positive East is a great place to work
- love the culture, the flexibility of working hours, support during the Covid-19 pandemic, the ethos, and the recognition awarded to them, and want that to develop further
- feel valued and rewarded

### *Benefits*

- 25 days annual leave rising to 30 days plus all bank holidays
- 6% employer pension contribution (you will be required to make contributions as set out in statute and regulations)
- Possibility of Hybrid Working (minimum of 3 days in the office)
- Employee Assistance Programme which is supported by a health & wellbeing app
- Your birthday as an extra day of annual leave
- Interest free travel loan
- Interest free cycle loan

# Job description

<b>Job title</b>	<b>Head of Prevention and Testing</b>
<b>Salary</b>	£42,000 pa + 6% employer pension contribution. (Employee Contribution in accordance with statutory pension requirements)
<b>Location</b>	Positive East offices, remote working (minimum of 3 days a week in the office) and outreach sites across north-east London
<b>Hours</b>	Full-time, 36 hours per week; evening and weekend work will be required, but time off will be given in lieu of overtime
<b>Accountable to</b>	Deputy Director
<b>Responsible for</b>	Positive East Prevention & Testing staff members (currently 8 people WTE) and volunteers. This includes line Management responsibility for GMI Partnership Prevention & Testing Manager (this is a temporary role)

## Job summary

This postholder will lead our HIV prevention, community-based testing and engagement services at Positive East, successfully delivering against our funding commitments. They will work towards achieving our vision of an inclusive success over HIV, leaving no communities or groups behind and ensuring an equitable access to combination HIV prevention methods. They will lead a service that addresses wider Sexual and Reproductive Health (STI screening and promoting reliable contraception methods), and seeing how our trusted relationships with communities can meet the challenge of tackling other blood borne viruses.

Key to this will be addressing health inequalities and inequities experienced by the minoritised communities we support and recognising that communities hold the solutions to challenges that they face.

The postholder will need to be an innovator, creative and resourceful, continually improving and developing the services with a focus on increasing their effectiveness and impact. This will involve seeking new funding and supporting our fundraising team, as well as collaborating with like-minded partner organisations.

The person will be a compassionate leader who motivates and builds the capability of their team members (both paid staff and volunteers) supporting them to use their skills, knowledge and abilities to shape the design of services, take ownership of their projects and be accountable for their deliverables.

You will be a member of our Leadership Team (Management Team) and share a collective responsibility for the management of the Charity and help deliver our strategic ambitions.

You will be involved in representing the Charity to key stakeholders helping raise our profile and achieving our vision and mission.

You will be responsible for the monitoring and evaluation of the Charity's HIV prevention and testing service delivery and reporting to commissioners and grant funders.

## *Main Activities*

1.1 The postholder will lead the Prevention and Testing team delivering the Charity's HIV prevention and testing services achieving targets and keeping to budgets.

## *The role involves*

- Managing a staff and volunteer team to deliver the Charities HIV prevention activities (these are currently in North East London, and at the pan London level through our GMI Partnership)
- Overseeing the Charity's HIV testing and sexual health screening activities ensuring that they are delivered to a high quality, appropriate clinical standards and achieve targets
- Maintain clear pathways for clients diagnosed with HIV through community outreach activities, both with external GUM clinics and internal referrals to support services
- Ensuring that appropriate systems are in place for referrals for PrEP, Chemsex support and LARC
- Promote prevention and testing services through the use of digital and social media platforms, online dating apps and other such social network platforms
- Delivery of outreach and testing interventions in non-traditional settings including digital platforms
- Provide training, coaching and mentoring to staff and volunteers to enable them to provide HIV/STI testing at a high level of quality and appropriate clinical standards, and safely link clients to appropriate and needed support services.
- Contribute to secondary prevention initiatives of the agency and promote cross-communication and integration where appropriate
- Manage the budget for the prevention and testing service ensuring that service delivery meets financial targets
- Representing the charity at identified meetings to advocate for our agenda, share best practice and raise the profile of the service and Charity
- Work in partnership with external agencies to deliver contracts as well as ensure better sexual health outcomes for clients through direct provision, robust referral and signposting pathways

- Overseeing the developing of and delivering of HIV awareness training for external professionals
- Supporting and on occasion leading on writing trust and foundation grant applications and statutory funding bids as well as writing and grant evaluations/monitoring reports for such funding.
- Working with the leadership team to support the development and deliver Positive East's strategic ambitions set out in our strategic plan
- Having an understanding of strategic developments such as ICS's, FastTrack Cities, London HIV Prevention programme and National HIV Action Plan

## ***2.0 Monitoring and Evaluation and Quality Assurance***

- 2.1 Support the Deputy Director in contract monitoring and reporting. This will include attending and representing the Charity at contract monitoring meetings, drafting monitoring reports, ensuring that the team's data entries are up to date, accurate and case studies are produced
- 2.2 Keeping the service under review through use of community insight, internal monitoring and evaluation, external data and reports supporting service improvement and development ensuring it's effectiveness and impact
- 2.3 Ensure HIV testing is undertaken to best practice. Coordinate training/ clinical supervision to ensure best practice through the staff and volunteer teams
- 2.4 Evaluating and publishing the HIV prevention and testing work of Positive East as academic papers and posters to support our learning, service development and improvement, share best practice and raise the profile of the Charity

## ***3.0 Representation, Liaison & Partnership working***

- 3.1 Develop and maintain links with external service providers, including key partners (e.g. local NHS trusts, partner charities as part of the GMI partnership or for other statutory contracts )
- 3.2 Actively promote the Charity and its work with all key stakeholders (clients, Health & Social Care professionals, policy makers, funders and people with influence) at conferences or other relevant meetings; e.g. promoting the Charity in your everyday engagement with people, identifying matters that can be shared on social media, giving talks, and always being a good ambassador
- 3.3 Provide training and information to external agencies on issues related to prevention and testing and communities at risk

## **4.0 Volunteer Management**

- 4.1 Actively support the volunteer recruitment cycle (i.e. recruitment, training, induction, support and supervision) for Prevention and Testing volunteers. This is to ensure that the team has enough volunteer numbers to deliver services, and that volunteers are empowered to lead services
- 4.2 Recruit and manage a volunteers together with the Prevention and Testing Team in the following areas of service delivery: testing; outreach; training delivery; administration and community research
- 4.3 Develop new roles and training programmes as need emerges
- 4.4 Work with the Prevention and Testing team to support lead volunteers to deliver services

## **5.0 Wider Practice**

- 5.1 Keep abreast of medical, social and epidemiological developments in the field of HIV, and changes in legislation and regulations relating to the health and wellbeing of people living with HIV
- 5.2 Undertake training and attend conferences as required for personal development and organisational learning
- 5.3 Actively support the Charity's fundraising activities (supporting the work of the Charity Fundraising Team), including generating ideas for proposals; supporting the completion of fundraising applications through sharing ideas, information, and drafting bids
- 5.5 Support the Charity's activities (including fundraising and stakeholder engagement activities) around events including World AIDS Day, Black History Month, International Women's Day, LGBT History Month, Pride, UK Black Pride, the Red Run, and launches or other key annual events
- 5.6 Play an active role in being part of the wider Positive East team to ensure that we achieve both our 'business as usual' and strategic objectives. This may mean showing flexibility in your role to support colleagues as appropriate. It will also include taking a solution focused 'can do' attitude to problems or issues as they arise.
- 5.7 Carry out all duties with due regard to relevant legislation and guidance, the organisations Equal Opportunities polices and all other polices of Positive East.
- 5.8 Carry out any duties appropriate to the grade as required by your line manager

**This Job Description will be reviewed with the post holder annually.**

Steve Worrall & Mark A. Santos

February 2024



# Person Specification

## Education and experience

	Essential	Desirable	Method of Assessment
Degree in Public Health/ Health Promotion/ Health-related field OR equivalent in training and experience	<input type="radio"/>		Application form
Experience in successfully managing and getting the best from staff and volunteers	<input type="radio"/>		Application form & Interview
Experience with projects involving health behaviour, health training and community development	<input type="radio"/>		Application form & Interview
Experience of working with populations disproportionately impacted by HIV (e.g. gay & bisexual men, racially minoritised communities)	<input type="radio"/>		Application form & Interview

## Knowledge

Understanding of the health behaviours and sexual health service needs of communities disproportionately impacted by HIV.	<input type="radio"/>		Application form & Interview
Knowledge of health behaviour change principles and practices	<input type="radio"/>		Application form & Interview
Knowledge and understanding of current HIV prevention issues, policy/strategy levers and opportunities e.g. Local Strategies, the HIV Action Plan, Fast Track Cities Initiative and what this may mean for HIV prevention in practice	<input type="radio"/>		Application form & Interview

## Attitudes

Aligned with the vision and mission of the Charity and commitment to the rights of people living with HIV	<input type="radio"/>		Application form & Interview
A willingness to learn and develop	<input type="radio"/>		Interview
A solution focused 'can do' approach	<input type="radio"/>		Application form & Interview
Compassionate leadership approach to managing, that creates a learning culture that allows for staff and program development and sees challenges as a learning opportunity	<input type="radio"/>		Application form & Interview

## Person Specification continued

<i>Skills and Abilities</i>	<i>Essential</i>	<i>Desirable</i>	<i>Method of Assessment</i>
Good oral and written (with a high standard of English), negotiation, communications, relationship and report writing skills which are effective and persuasive.	○		Application form & Interview
Good listening skills, empathy and an appreciation of diversity in experiences and backgrounds	○		Interview
Ability to successfully project manage multiple activities/workstreams	○		Application form & Interview
Strong people skills that enable and encourage the team to be creative, have ownership of the service programs and accountability for delivery of outputs and outcomes	○		Application form & Interview
Ability to think strategically and plan proactively	○		Interview
Flexible, creative, solution focused approach to identifying solutions in a changing environment e.g. COVID and Mpox	○		Application form & Interview
Ability to effectively analyse and use data to support service improvement/development, fundraising and to evidence an argument	○		Application form
Good demonstrable knowledge of IT and database programmes and ability to develop data recording systems (including excel proficiency)	○		Application form
Budget management and numeracy skills	○		Application form
Ability to work with a high degree of autonomy and to be administratively self-supporting	○		Interview
Ability and commitment to reflect on own performance effectively using supervision and appraisals to identify areas for support, development and training	○		Application form & Interview

# How to apply

## *Application form Essential*

To apply for this role please complete the following forms and email them no later than 5pm on 15th April to [jobs@positiveeast.org.uk](mailto:jobs@positiveeast.org.uk)

- Application
- Declaration Offences
- Equal Opportunities Monitoring

N.B. CVs will not be considered.

In completing the application form please pay particular attention to the person specification when completing your personal statement. You need to demonstrate the experience, knowledge, skills and abilities detailed.

Positive East particularly welcomes applications from people living with HIV and groups and communities disproportionately affected by HIV.

**Closing date** 5pm Monday 15th April 2024

**Interviews** Friday 26th April 2024

**Positive East**

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E [jobs@positiveeast.org.uk](mailto:jobs@positiveeast.org.uk)

   @positiveeast