

**Job Description**

**Job Role** **:**   HIV Health Promotion Worker

**Funded By:** Bristol, North Somerset and South Gloucestershire Integrated Sexual Health Service

**Hours**: 22.5 hours per week (part-time)

**Responsible to:** Head of Operations

**Responsible for:** Volunteers including: Campaign Volunteers; Peer Group Facilitators; and Positive Speakers

**Location:** The Old Coop, Ground Floor, 40-42 Chelsea Road, Bristol, BS5 6AF

**Purpose of the job:** Responsible for Brigstowe’s HIV awareness raising and training, community engagement and HIV peer support group (All In).

1. Community engagement, HIV awareness raising and influencing policy
2. Design, develop and oversee the peer support group (All In) programme
3. Deliver an HIV Awareness Training programme incorporating Positive Speakers
4. Coordinate Brigstowe’s actions and response to Bristol Fast-Track Cities (FTC)
5. General duties

**Duties and responsibilities:**

1. **Community engagement, HIV awareness raising and influencing policy**
   1. Design and implement a strategy to ensure a systemic approach to delivering HIV Awareness Training and policy work where it is most needed in the local area.
   2. To develop relationships with community groups, other organisations, businesses, researchers and academics in order to raise awareness of HIV and promote partnership working.
   3. To deliver creative, engaging events to raise HIV awareness and engage the public, with a special emphasis on marking World AIDS Day. Attend and also support volunteers to attend meetings with organisations or businesses to promote Brigstowe and raise awareness of HIV. In particular, engage underrepresented groups: ethnic minority communities, transgender communities and sex workers.
   4. To work with organisations, institutions, companies and groups to influence any policy that in any way relates to HIV or disproportionately affects people living with HIV. The aims of this work include ensuring equal opportunities and eliminating discrimination for people living with HIV, and the prevention of onward transmission of HIV.
   5. To train, supervise and manage a team of Campaign Volunteers to assist with: fundraising, awareness raising, community engagement, promoting and publicising Brigstowe’s work.
   6. To support the delivery of the wider Health Promotion contract by planning and delivering evidence-based sexual health promotion and HIV prevention interventions with communities at higher risk of poor sexual health as required.
2. **All In (group peer support)**

* 1. To develop a programme of events for Brigstowe’s Peer Support Group, All In.
  2. To assess clients and new referrals and make decisions on their suitability for the workshops.
  3. To recruit, train and carry out ongoing supervision of volunteers living with HIV to deliver or facilitate sessions.
  4. To develop and design HIV-focused sessions and, if needed, co-deliver sessions with volunteers.
  5. Source other appropriate professionals/organisations to deliver sessions when needed.
  6. Promote the service amongst relevant agencies, forums and clients.
  7. Deliver, develop and maintain systems for evaluation of the service including collection of outputs, outcomes and client feedback.  Continue to develop the service based on the results.

1. **HIV Awareness Training**
   1. To deliver an HIV Awareness Training programme incorporating Positive Speakers.
   2. To continue to develop resources and materials to support the HIV Awareness Training programme.
   3. To recruit, train and support Positive Speakers helping them to develop their presentations and ensure that they are confident in their ability to speak to the public.
   4. To promote the HIV Awareness Training including identifying opportunities, using marketing and networking to make links with potential purchasers and thereby secure bookings for the training.
   5. To implement and maintain effective information and monitoring systems, ensuring adherence to targets. To collect and collate feedback from training to be used in future publicity material.
2. **Fast-Track Cities**
   1. Coordinate all of Brigstowe’s actions and responses to the Bristol FTC including meeting or exceeding the expectations of our main funder for this work, Bristol City Council Public Health.
   2. Coordinate the FTC Stigma Workstream meetings.
3. **General**
   1. Encourage involvement of clients in all opportunities offered by Brigstowe including: exchange of information; volunteering; service development; recruitment; voice and influence; and governance.
   2. Work alongside other staff to carry out appropriate administrative tasks in support of their own work and the teams. Maintain effective monitoring systems relevant to the role.
   3. Participate in regular supervision, staff meetings, staff training and development events and undertake training opportunities to carry out the role in the most effective manner.
   4. Be aware of and adhere to all relevant financial procedures and regulations of Brigstowe and to report any discrepancies either on the part of the post-holder or others to the manager immediately.
   5. Safeguard the confidentiality of all personal and organisational information including information relating to staff, volunteers, trustees and clients.  Ensure that all personal data is held in accordance with General Data Protection Regulations.
   6. Work towards promoting equity and valuing diversity and inclusion in relation to everyone you have contact including clients, colleagues, volunteers and other professionals.
   7. In line with Brigstowe policies and local authority Adult and Children's Safeguarding Boards ensure that clients are safeguarded by recognising, responding to and reporting any concerns of abuse or neglect.
   8. Work with interpreting services as and when appropriate.
   9. At all times to carry out responsibilities within the framework of Brigstowe’s policies and procedures.
   10. Be a good team player and work constructively with colleagues, trustees and volunteers in all aspects of your work.
   11. Be prepared to work evenings and weekends as the role requires.
   12. Take responsibility for ensuring own safety and not endangering that of others, in line with statutory and organisational requirements.
   13. Undertake any other duties which may reasonably fall within the scope of the post.

**Person Specification**

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| **Criteria** | **Essential** | **Desirable** | **How Assessed** |
| **Experience/Skills** |  |  |  |
| Significant experience of working with underserved communities experiencing health inequalities and barriers to accessing services. | **** |  | Application, Interview |
| Experience of delivering sexual or other health promotion interventions both one-to-one and for groups. | **** |  | Application, Interview |
| Experience of recruiting and managing volunteers. | **** |  | Application, Interview |
| Experience of fostering real user involvement and coproduction in the design and delivery of services. | **** |  | Application, Interview |
| Experience of planning and delivering training. | **** |  | Application, Interview |
| Excellent IT, written and numeracy skills (Microsoft Word, Excel, using databases). | **** |  | Application, Interview |
| Excellent interpersonal skills: ability to communicate at a range of different levels, and build and manage relationships with a range of stakeholders. | **** |  | Application, Interview |
| Strong planning and prioritization skills to set up and deliver projects whilst managing competing priorities. | **** |  | Application, Interview |
| Highly resilient, self-motivated, flexible and achievement-focused. Able to work well independently and in a team. | **** |  | Application, Interview |
| Experience of collaborating in multi-disciplinary teams. |  | **** | Application, Interview |

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| **Knowledge/qualifications** | **Essential** | **Desirable** | **How Assessed** |
| An understanding of monitoring and evaluation. | **** |  | Application, Interview |
| A detailed understanding of HIV and sexual health and the ways it can affect individuals and communities. |  | **** | Application, Interview |
| An understanding of the voluntary sector. |  | **** | Application, Interview |
| Documented evidence of training or qualification(s) in sexual health. |  | **** | Application |
| Experience of carrying out HIV and sexual health testing in a community setting. |  | **** | Application |
| **Personal Attributes** | **Essential** | **Desirable** | **How Assessed** |
| A commitment to working within Brigstowe’s service delivery ethos of respect, empowerment and inclusion. | **** |  | Application, Interview |
| An awareness and commitment to confidentiality generally and an understanding of the added significance of sexual health and HIV. | **** |  | Application, Interview |
| A commitment to being non-judgmental, embracing diversity and challenging stigma and discrimination of all kinds. | **** |  | Application, Interview |
| A commitment to identifying problems and finding solutions by reflecting on professional practice with the aim of continuous development. | **** |  | Application, Interview |
| Willingness and ability to carry out all tasks in line with Brigstowe policies and to uphold these at all times. | **** |  | Application, |
| Independently mobile, able to travel around Bristol, North Somerset and South Gloucestershire areas. | **** |  | Application |
| Ability and willingness to work at weekends and evenings when required. | **** |  | Application |