



Job Description

Job Title:	Gay Men's Programme Co-ordinator
Salary:	c. £26,000 depending on experience
Responsible to:	Chief Executive
Based:	Office base Positively UK in Islington, outreach to centres across London

Main Purpose:

To support the physical, emotional and social well-being of gay men and MSM living with HIV through the co-ordination of our Gay Talk work programme. With the support of volunteer peer mentors undertake case management of gay men and MSM living with HIV, developing services and collaborative working with other organisations.

Main Tasks:

Project Co-ordination

1. Oversee and co-ordinate all project activities in line with the agreed project plan, key milestones and evaluation framework
2. Ensure all project and client information is maintained to meet both Positively UK's and funders' requirements and ensure all monitoring information and evaluation reports are completed to agreed deadlines

Supervising Volunteer Peer Mentors

3. Supervise and mentor a small team of volunteer peer mentors who can deliver one-to-one support and co-facilitate groups, activities and workshops
4. Work with Positively UK's Volunteer Coordinator and peer mentoring programme to promote the integration of peer mentors, their professional development and contribute to group supervision of volunteers across the organisation

Client Support

5. Improve the health and wellbeing of clients working within Positively UK's outcome framework
6. Assess needs of new clients using the appropriate assessment process and draw up an initial client action plan.



7. Work with volunteer peer mentors to support clients on a one to one basis to work through the action plan including follow up, carrying out action plan reviews and measuring outcomes to ascertain if clients are reaching their goals.
8. Provide clients with information on HIV as well as related issues and to refer to specialist agencies as appropriate
9. Organise and co-facilitate the Gay Talk group, workshops and social activities to promote the wellbeing of gay men and MSM living with HIV
10. Manage and moderate the Gay Talk Facebook page, Gay Talk WhatsApp group and ensure, with the support of the Communications Manager, that gay and MSM information is kept up to date on the Positively UK website

Collaborative Working

11. Work collaboratively with and as an integral part of interdisciplinary teams when providing outreach at HIV clinics
12. Establish good working relationships with other organisations including support agencies and HIV clinics to promote the delivery and development of effective services to gay men and MSM living with HIV
13. Build on established work with gay men and MSM projects to further promote the issues and needs of the community, build effective partnerships and identify new areas of work
14. Actively participate in all team supervision and staff and team meetings as required.

General Tasks:

1. Share with other staff responsibility for providing office cover, including answering the telephone helpline, keeping records and statistics and doing your own administration.
2. Carry out all duties with due regard to Positively UK's policies and procedures including; Safeguarding, Code of Conduct, Equal Opportunities Policy, Health and Safety Policy, Drugs and Alcohol Policy and Confidentiality Policy.
3. Contribute to Positively UK's evaluation, monitoring and reporting procedures as required by the Line Manager and compatible with the objectives and level of responsibility held by the post.



4. Carry out all duties in consultation with the Line Manager, staff, management committee, clients, special interest groups and external agencies, as appropriate.
5. Carry out such other duties and responsibilities as may reasonably be required by the Line Manager, compatible with the objectives and level of responsibilities held by the post.
6. Share in organisational tasks such as representing the organisation at external meetings, contributing to the organisation's educational material, liaising with other staff and outside organisations on HIV and related health and social issues.



Gay Men's Programme Co-ordinator

Person Specification:

Essential

1. Experience

Providing one-to-one support to people living with HIV or other vulnerable groups; assessment and case work systems; group facilitation; knowledge in one or more of the following areas HIV treatment, LGBT, mental health, recreational drugs and substance misuse; hold relevant qualification e.g. NVQ Level 3 in Advice & Guidance, or work towards achieving this in first year of employment.

2. Skills and Abilities

Excellent understanding of HIV issues and needs of gay, bisexual or MSM living with HIV; Good IT skills; Strong oral and written communication skills; Good numerical skills; Ability to organise conflicting priorities and work on own initiative; Good knowledge of health and social care voluntary and statutory services in the UK,

3. Personal Qualities

HIV positive diagnosis for at least 2 years¹; gay or bisexual; Willingness to learn; Accuracy/Attention to detail; Tact and good people skills; Collaborative and a good team player; Problem-solving and ability to research client needs; Emotionally resilient

4. Attitudes and Values

Commitment to the involvement of people living with HIV; commitment to equal opportunities and ability to work with diverse people; Commitment to personal training and development; Understanding of confidentiality

Desirable

5. Experience

Working with and supporting the development of volunteers; public speaking or willingness to learn

6. Skills and Abilities

Knowledge of language(s) other than English

Terms & Conditions:

- This is a one year fixed term contract with a salary c. £26,000
- The post will be offered for an initial 6-months probationary period.
- Normal working hours 9.30 am - 5 pm, including half-hour lunch each day; evening and weekend working will be required. Time off is given in lieu and there are no overtime payments linked to this post
- Positively UK requires all staff to have a Disclosure and Barring Services (DBS) check
- Holiday entitlement: All English Bank and Public Holidays, plus 30 days annual leave p.a.

¹ Designated for people are diagnosed and living with HIV as an 'occupational requirement' under the Equality Act 2010 (Schedule 9, Part 1, 1.1)



The purpose of this document is to describe the key accountabilities that the person holding this position needs to achieve. It is in no way an exhaustive list of responsibilities of the role: duties and requirements of this role may change as required by Positively UK and the Chief Executive