



Job Description

Job Title: Peer Involvement and Volunteering Coordinator

Salary: c £25 to £28K, depending on experience

Duration: 2 Year fixed term contract

Responsible to: Manager Project 100

Context

Positively UK provides peer-led support, advocacy and information to all people living with HIV to manage any aspect of their diagnosis, care and life with HIV. We run a range of peer-led support groups for women, heterosexual men, gay men and young people. Our programme of workshops support people within a variety of areas, including: new HIV diagnosis, managing pregnancy and developing self-management skills. Working in partnership with the NHS, our peer work is integrated at clinics across London. We believe that people living with HIV are best placed to advocate for their own needs. We aim to promote patient leadership through skills-building initiative Project 100, and co-ordinate the biennial Conference of People Living with HIV. Positively UK is a stakeholder of NHS England's Clinical Reference Group for HIV and staff are community representatives to bodies including UK-CAB.

Positively UK has a long history of volunteers living with HIV delivering peer support and we are looking to build on the success of the volunteer peer mentoring programme (Project 100) and develop other ways for people living with HIV to volunteer and shape the direction of the organisation.

Based: London based, Islington.

Main Purpose:

To develop and coordinate the involvement of people living with HIV in volunteer opportunities at Positively UK, in conjunction with staff and volunteers.

Management

Roles managed: Volunteers

Report to: Project Manager; Project 100

Key Relationships

All front-line staff

People living with HIV and in particular Positively UK volunteers

Volunteer coordinators in other HIV organisations

Peer support coordinators in the health sector

Main Responsibilities and Duties

Coordinate Volunteer Peer Support and Involvement at Positively UK

- Review and update recruitment process for peer support volunteers at Positively UK
- Interview potential new volunteers for Positively UK
- Ensure all DBS and reference checks are carried out
- In collaboration with other staff, support the process of matching volunteers within the organisation, and placement of volunteers within other services and clinical contracts
- Provide induction for volunteers, enabling a good understanding of volunteering and safeguarding policies and procedures. Ensure staff understand their responsibilities in working with volunteers
- Co-facilitate twice monthly supervision groups at Positively UK
- In collaboration with other staff ensure volunteers have additional training and development such as mental health first aid, group facilitation skills, group work and training the trainers

Development of new opportunities for involvement within the organisation

- Develop good links with groups, organisations and clinics in London to connect people to opportunities to provide peer support
- Support Positively UK staff to identify new volunteer roles and develop clear role descriptions

Training

- Co-facilitate core HIV peer support training
- Contribute to the coordination of the annual national peer support network day

Administration, Monitoring and Evaluation

- Ensure records are kept of all your interventions and communications
- In collaboration with other colleagues, disseminate learning through abstracts, workshops and articles
- Ensure all monitoring information, evaluation and reports are completed to agreed deadlines

Personal Development

- Actively participate in team supervision and staff and team meetings as required
- Identify personal development needs and undertake actions to address these

General Tasks:

- To share with other staff, responsibility for providing office cover, including answering the phones, keeping records and statistics and doing own administration
- To carry out all duties with due regard to Positively UK's Equal Opportunities, Health and Safety, Confidentiality and other policies
- To 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
- Attendance and participation in all relevant staff forums as required.



Person Specification: Volunteer Coordinator: London

Essential

Experience

Working with volunteers

Working collaboratively with the voluntary and community sector and/or NHS agencies

Volunteering in a not-for-profit organisation,

Providing one-to-one support to vulnerable people

Experience of delivering training to people from a wide range of backgrounds

Living with HIV

Experience of Peer Support

Skills and Abilities

Good IT skills

Excellent oral and written communication skills

Self-awareness and understanding of how own behaviour affects others

Collaborative approach to work

Able to recognise your own support needs when under stress and take action to address them

Ability to plan and prioritise work for yourself

Good knowledge of health and social care voluntary and statutory services in the UK

Excellent understanding of living with HIV

Ability to work with awareness and respect with people from diverse backgrounds and experiences

Ability to motivate others

Teaching or life-long education qualification or ability to commit to attaining this

Attitudes and Values

Commitment to the rights of people living with HIV

Understanding of equal opportunities and ability to promote them

Commitment to personal development and training

Recognition and understanding of the importance of confidentiality

Desirable

Previous experience of providing one-to-one and/or group supervision

Group facilitation skills

Knowledge of language(s) other than English

Terms & Conditions:

- This is a contract to June 2020 with salary subject to review annually
- The post will be offered for an initial 3-months probationary period
- The post can be between 28 and 35 hours which means that we are able to offer flexible working
- 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
- In line with Positively UK policy, this post requires a Criminal Records Bureau Enhanced Disclosure Checks
- Holiday entitlement: All English Bank and Public Holidays, plus 30 days per annum annual leave pro rata

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.