Job Description

Job Title: Youth Project Coordinator

Salary: £23,000

Responsible to: Service Lead

Based: Office base Positively UK in Islington, outreach to clinics across London

Hours: Up to 35 hours per week

Main Purpose:

To provide peer support to young people living with HIV and promote wellbeing. To contribute to the development and best practice of Positively UK’s work with young people living with HIV.

Main Tasks:

Case Management:

To support young people living with HIV through one-to-one support, case management, groups and referrals through:

- Assessment for young people
- Supporting young people to set up goals and creating action plans
- Provision of direct support including complex issues e.g. safeguarding, mental health
- Provide appropriate information around HIV, treatments, and related issues
- Organising residential, social groups, activities and workshops
- Referrals to other services within Positively UK, partners and external agencies
- Ongoing assessment to review progress towards meeting young person’s goals
- Re-assessment of need and if appropriate exit from project
- 4-month follow-up from exit

Working primarily across youth transition clinics at St. Mary’s, King’s College Hospital, Mortimer Market, Guys and St Thomas and St George’s Hospitals.

Promoting Volunteering:

Identify young people to support the project including peer mentoring.

Contribute to the organisation and facilitation of residential trainings and workshops for young people living with HIV to become peer mentors, with support from senior staff.
Along with Service lead, support youth volunteers in project activities including providing one-to-one and group support.

**Collaborative Working:**

Work collaboratively with the other youth worker in the team.

Work collaboratively with HIV clinics providing care for young people with HIV.

Work collaboratively with the Children’s HIV Association.

Along with Service lead, identify other support organisations and work closely with other youth services to maximise health, wellbeing and opportunities for young people with HIV.

**Personal Development:**

Commitment to completing core peer mentor training at Positively UK and attaining Level 2 qualification in peer mentoring.

Commitment to completing a comprehensive training programme including safeguarding, mental health first aid

Actively participate in team supervision and staff and team meetings as required.

Use external and internal supervision to identify personal development needs and undertake actions to address these.

**Monitoring and Evaluation:**

Maintain up-to-date records using Salesforce to record service user information, interventions and progress.

Support the development and implementation of systems for internal evaluation of the project.

**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.
Terms & Conditions:

The post will be offered for an initial 6-months probationary period.

A comprehensive training and development programme will be provided to the successful candidate and continuation in the role is dependent on successfully completing and achieving core training in Peer Mentoring.

Normal working hours 9.30 am - 5 pm, including half-hour lunch each day; however, 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.

Holiday entitlement: All English Bank and Public Holidays, plus 30 days per annum annual leave.

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.

To apply for this role, please request an application pack by e-mailing info@positivelyuk.org. Please note that we do not accept CV and Cover Letters.

For more information and informal chat about this role, please call Sarah Fraser on 0207 713 0444 or email her at sfraser@positivelyuk.org.

Final date for applications: Monday 23rd March at 9am

Interviews will be held on Thursday 26th February

Applications for this post are particularly welcomed from young people who have acquired HIV at birth.