Job Description:
GROWS (Women with HIV Growing Older Wiser and Stronger)

Job Title: Women and Ageing Training and Policy Coordinator

Salary: circa £30k (depending on experience) for 2.5 days pro rata (17 hours a week)

Contract: fixed-term 3 years contract

Responsible to: Services Lead

Based: Office base - Positively UK premises, Islington. Flexible working including from home on-site working with partners.

Main Purpose:
To improve the quality of life of women with HIV aged ≥40 by providing support and information, training and advocacy around ageing through a tailored, sustainable, holistic modeled project.

- Raise awareness of the impact of ageing among women with HIV;
- Provide information on HIV and ageing to women with HIV;
- Provide holistic support for women around ageing and HIV, and signpost to relevant services;
- Advocate and campaign on specific issues faced by older women with HIV;
- Facilitate professional development of women with HIV to help them to move out of poverty.

Main Duties and Responsibilities:
Work collaboratively with Sophia Forum Research and Advocacy Officer and GROWS Advisory Board to deliver all the key aspects of the project.

1. Development of women and ageing support programme
   - Analyse current research to understand women’s attitudes and preferences regarding support.
   - Conduct Focus Group Discussions with women with HIV aged≥40 covering: women’s information and support needs around ageing, and preferred mode of delivery. Write short report from FGDs with recommendations on topics and issues to be addressed in the programme.
   - Conduct interviews with key stakeholders, including HIV healthcare providers, commissioners, and voluntary sector professionals.

2. Training the trainers
- Lead on the development and implementation of a “training the trainers manual” to enable peer-mentors to train other women who wish to provide support around HIV and ageing.
- Support new trainers to be involved in training peer-mentors.
- Identify and support a proportion of women to be trained to attain a level 3 City & Guilds Qualification in Education and Training

3. Peer-mentor training and deployment
- Develop, pilot and implement a peer-mentor training and intervention manual to support women with HIV aged ≥40
- Contribute to Positively UK peer mentor trainings and professional development of peer mentors

4. Support and Coordination
- In collaboration with Positively UK Volunteer coordinator support women trained to mentor other women with HIV to have mentees
- In collaboration with Positively UK Volunteer Coordinator and Case Work Team manage referrals and facilitate matching with mentees.

5. Monitoring and Evaluation
- In collaboration with UCL, and with support of GROWS Advisory Board, contribute to the design of pre and post programme surveys, to evaluate impact of project.
- Ensure records are kept of all interventions with direct beneficiaries in line with organisational requirements.
- Ensure external partners are linked in and take part in any external evaluation opportunities.

6. Advocacy and Policy
- Contribute to dissemination of learning through abstracts, workshops and articles in collaboration with partners and women with HIV engaged in the project.
- Contribute to the production and launch of a report that combines the findings from the programme evaluation and highlights best practice.
- Contribute to the development of a series of short videos produced by NAM for wider dissemination.

7. Personal Development
- Commitment to completing core Project100 peer mentor training at Positively UK and attaining Level 2 qualification in peer mentoring.
- Commitment to attain a Level 3 City and Guild qualification in Education and Training (paid for by Positively UK).
- Commitment to attend training on basic research methods interviewing and running focus groups.
- Actively participate in team supervision and staff and team meetings as required.
- Identify personal development needs and undertake actions to address these.

8. Administration:
- Ensure paper files and electronic records are kept up-to-date and each contact recorded.
- Ensure all monitoring information, evaluation and reports are completed to agreed deadlines

9. General Tasks:
- 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.
- Work constructively with volunteers by supporting, mentoring and involving volunteers in this area of work to achieve the mission and objectives of the organisation.

Terms & Conditions:
- This advert is for one post: 3 years fixed-term contract with an annual salary c. £30,000, depending on experience; 2.5 days a week (17 hours) pro-rata, flexi time
- The post will be offered for an initial 6-months probationary period.
- Working from home part of the time can be negotiated.
- 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 a year.

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 about this role, please call Silvia on 020 7713 0444 or e-mail her on spetretti@positivelyuk.org.

The deadline for applications is 9:00am on 23rd March 2020.

Successful candidates will be invited for an interview on 2nd April 2020.