

JOB DESCRIPTION

1. Post Details

Job title:	Trade - Health Promotion & Outreach Worker
Salary Scale :	£19,621 - £21,519 dependent on experience and personality profile, pro rata for 28 hours per week (flexible working times with evening and weekend work a necessity)
Main Location:	City Centre Based Office
Accountable to:	Trade – Co-director
Date:	June/July 2011

2. Job Purpose

- The post holder will contribute to the planning, implementation and evaluation of activities designed to promote the sexual health and wellbeing needs of gay men and men who have sex with men (MSM).
- The person appointed would have lead responsibilities for campaigns and information services as well as HIV prevention initiatives for men who have sex with men.

3. Overview

- To facilitate, develop and deliver on-going clinic services in a (men only) gay men's sauna and an office based rapid HIV testing service
- To support and undertake assessment of health needs, health inequalities, health impact and identify areas for action within the MSM community.
- To develop and deliver health promotion initiatives through outreach and local resource development.
- Involvement in performance monitoring and evaluation frameworks of Health Promotion initiatives to assess the impact in relation to health improvement and reducing health inequalities.
- To maintain and develop the condom distribution scheme through commercial venues and outreach.
- To contribute to the development of initiatives for encouraging behavioural change in the community of men who have sex with men.
- To work with the rest of the team to deliver a programme of initiatives in accordance with good practice and evidence based research to the client groups.
- To devise new and innovative ways of working with the client groups to maintain their interest and keep HIV prevention messages on their agenda.
- Development and distribution of locally targeted resources.
- To develop and supervise a volunteer programme.
- To provide a comprehensive training programme for volunteers.
- To carry out on-going evaluation of outreach
- To be responsible for maintaining adequate stock levels and ordering appropriate

resources for the service.

- To develop and maintain professional working relationships with partners.
- To provide advice regarding sexual health and emotional wellbeing.
- Acting in an advisory capacity in terms of external and internal enquiries from other professionals.
- To monitor and record contacts in line with Service Level Agreements and commissioning requirements.
- To professionally represent the service at relevant forums and meetings as delegated by the Co-director(s).
- To attend monthly team meetings and staff training days by arrangement.
- To deputise for the Co-director(s) as required.
- To undertake any other duties which may be reasonably required.

5. KEY RESPONSIBILITIES

- Demonstrate the ability to engage effectively with gay men on an individual and group basis.
- Demonstrate the ability to communicate information and knowledge relating to sexual health and wellbeing issues to gay, bisexual men and MSM.
- To demonstrate the ability to develop new initiatives with hard to reach MSM.
- Demonstrate the ability to engage effectively with other agencies, organisations and the commercial gay scene to promote Trade services and resources.

6. COMMUNICATION AND RELATIONSHIPS

Internal

- Foster good, professional working relations with the rest of the Trade team and volunteers.

External

- Foster good working relations with other related professional groups
- Dealing with clients on a 1-1 and/or group basis

7. OTHERS

Physical Skills

- Required to use a computer and be able to attend monthly team meetings at the Trade office
- Undertake accurate recording of monitoring stats during sessions
- Ability to work in a number of venues throughout Leicester, Leicestershire and Rutland in line with service requirements
- Ability (after training) to work in our (men only) sauna based GU clinic and to supervise and work in the Rapid Testing clinic at the city centre office.

Physical Effort

- The role will require light physical effort for short periods, eg dealing with supplies, lifting and bending, carrying items of equipment and stock up and down stairs
- Ability to carry presentation boards and outreach bags to relevant locations

Mental Effort

- A high level of concentration required when dealing with client queries in an outreach environment which may create barriers to understanding
- Provide individual needs assessments to ensure appropriate referral to specialist services or healthcare professionals if outside remit of post
- Remain aware of confidentiality whilst working in an outreach environment

Emotional Effort

- Ensure professional boundaries are maintained at all times
- Dealing with clients' fears and distresses

Working Conditions

- Sometimes working in bars and clubs with loud music.
- Working, once per week at the men only sauna based clinic, in a hot environment, where clients are oftentimes semi-naked.
- Some evening and weekend work will be required.

This job description is subject to periodic revision following discussion with the job holder.

The duties and responsibilities of the post will be undertaken in accordance with the policies, procedures and practices of Trade Sexual Health that may be amended from time to time.

Enhanced CRB disclosures will be requested on appointment.

Trade - Health Promotion & Outreach Worker: Person Specification

Essential Requirements for this post	Assessed by:	
	Application Form	Interview
Experience:		
Working within a team		
Managing own time, keeping to deadlines and prioritising a complex workload	✓	✓
Working on own initiative	✓	✓
Managing and motivating others	✓	
Enthusiasm and commitment to the needs and objectives of the LGB Community	✓	
Effective ICT Skills	✓	
Skills		
Excellent written and verbal communication skills, as well as interpersonal skills	✓	✓
Excellent listening and empathy skills	✓	
Ability to talk and present to individuals or groups of people	✓	✓
Report writing skills	✓	
Ability to read, digest and summarise sometimes complex information	✓	
Knowledge		
Some knowledge and understanding of LGB Equity and Diversity issues	✓	✓
Management of projects to meet agreed targets	✓	
Working in partnership with other agencies and organisations.	✓	
Understanding of confidentiality and its relevance in this role	✓	✓
Knowledge of HIV/AIDS and sexual health.		✓
Aptitude		
Calm, confident, non-judgemental and friendly manner		✓
Able to work effectively under pressure	✓	✓
Enthusiasm and commitment to the objectives of Trade Sexual Health	✓	✓
Ability to motivate and support others	✓	✓