



LEEHPS (Latin American & Eastern European Peer Support) Polish Sessional Worker

We welcome applications on an ongoing basis.

General Information

- Contract: Sessional, (up to 7 hours per week)
- Duration: to 31st May 2018
- Salary: £13.00 per hour (plus holiday pay)
- Accountable to: LEEHPS Manager
- Line Management: Manager – LEEHPS Lead
- Job Coverage: London
- Employed by and based a: Any of London's METRO offices, primarily Vauxhall – or remotely

Job Summary

The LEEHPS Polish Sessional Worker will develop, implement and evaluate METRO's LEEHPS group HIV prevention between 2016-2017. The LEEHPS is a one year pilot peer-led HIV prevention and support intervention funded by the MAC AIDS fund and is an extension of the previously MAC funded Latino Seguro project. The project will recruit, train, induct and support a group of Polish MSM (men who have sex with men) who will assist in developing and executing HIV prevention and support group intervention sessions, social groups and HIV stigma campaign. This new post will be accountable to METRO's LEEHPS lead.

The post will assist the LEEHPS lead with the planning, implementation and evaluation of the project. The post-holder will manage a team of volunteer facilitators who will be trained to run HIV prevention intervention and HIV support groups.

The post-holder will take an active anti-discriminatory approach around all areas of work and will be an active member of METRO, and be METRO's HIV domain as and when required

The LEEHPS project aims to prevent HIV amongst Latino and Eastern European MSM in London and promote wellbeing for people living with HIV through peer-led groups and to provide evidence on the efficacy of this HIV prevention and support.

Main Tasks

1. Service Delivery & Development

- Work collaboratively with METRO's HR Manager, and work within METRO's principles and guidelines of volunteering.
- Assist in recruiting, training and supporting a group of Polish MSM group facilitator volunteers.
- Assist in recruiting 20 Polish MSM programme participants. This will include attending GU clinics, visiting Polish and LGBT organisations and social groups and attending relevant events/clubnights.
- Assist in formulating an HIV stigma video campaign with staff and volunteers on the LEEHPS project and outside stakeholders.
- Assist in developing, facilitating and evaluating training of all facilitators, including group facilitation techniques, confidentiality and active listening and HIV/AIDS and sexual health.
- Help formulate group session content in collaboration with group facilitators.
- Manage and supervise group facilitators.
- Work with METRO colleagues and other agencies to recruit and, where necessary, to refer individuals needing support.

2. Partnership Work

- Assist in developing strong relationships with other Polish and LGBT organisations in London, particularly around project promotion and recruitment.
- Maintain excellent communication with LHEEPS Lead and other METRO colleagues.
- Think innovatively about working with other Polish and LGBT service providers.
- Ensure line manager and Advisory Group are up to date with project progress and any barriers to project execution.
- Liaise and work with staff in other national and local voluntary and statutory agencies engaged in the provision of related services.

3. Quality Standards

- Ensure adherence to the quality standards of METRO services particularly around Information Governance and confidentiality.
- Ensure all safeguarding issues are brought to the attention of line manager.

4. Monitoring and Evaluation

- Assist in developing, assessing, monitoring and evaluating project activities.
- Ensure sensitive and confidential recording of information in line with the Data Protection Act.
- Complete post-intervention evaluation surveys and telephone calls with LEEHPS lead.
- Assist writing the project evaluation report with the project Lead.
- Document all group work in line with METRO good practice, particularly with regards to confidentiality, and monitor and evaluate all work with due consideration of data protection issues.

5. Other Duties

- Assist administration work such as data collection and input, confidentiality and confidentiality collating volunteer and participant information.
- Undergo supervision with line LEEHPS Lead.
- Undertake relevant internal training in order to effectively deliver LEEHPS.
- Work in line with METRO policies.
- Keep up to date on issues related to HIV prevention and support for Polish MSM.
- This work will mostly take place at evenings and weekends.
- Undertake any other appropriate duties as requested.

LEEHPS Polish Sessional Worker Person Specification

Qualification, Knowledge & Experience	Skills and Abilities	Essential or Desirable	Application Form, Interview or Both
	Well developed communication skills.	Essential	Application form & Interview
Well-developed understanding of current HIV prevention approaches.		Desirable.	Application Form, Presentation & Interview
Well developed understanding of issues affecting people affected by HIV/AIDS.		Essential	Application Form, Presentation & Interview
	Ability to work on own initiative, as well as an ability to work as part of a team	Essential	Application Form & Interview
	An understanding of discrimination and how this can affect different communities.	Essential	Interview
	Experience formulating and analysing effective surveys.	Desirable	Interview
	An understanding of the importance of confidentiality as it relates to this work.	Essential	Interview
	Enthusiastic and committed approach to work.	Essential	Application Form
Basic admin skills.		Essential	Application Form
Computing skills, including outlook, database and word processing skills		Desirable	Application Form
	Willingness to work in a team	Essential	Interview
	Willingness to accept The Metro Centres' Equal Opportunities Policy	Essential	Interview

	Able to work evenings and weekends	Essential	Application Form & Interview
Demonstrated experience developing and/or working on successful HIV prevention and/or support strategies		Essential	Application form & Interview
Experience of recruiting, training and supervising volunteers.		Desirable	Application Form & Interview
Experience working with MSM, and an understanding of the issues affecting minority.		Essential	Application Form & Interview
Fluency or near fluency in Polish		Essential	Application Form