

25 August 2017

Dear Applicant

Thank you for your interest in the post of **METRO Sexual Health Outreach Worker**.

In this pack you will find:

- Job Description
- Person Specification

On our website you will find:

- Application Form
- Guidance Notes for Applicants
- Monitoring Form
- Our Equal Opportunities Policy Statement

Please note that CVs **will not be considered** as part of your application, we will be short-listing from fully filled out application forms only.

The completed application form together with the Monitoring Form will be accepted on a rolling basis and reviewed once per month, and should be sent as soon as possible to either:

- By post or hand to Human Resources Manager, METRO, N206 Westminster Business Square, 1-45 Durham Street, London SE11 5JH.
- Or by email to [recruitment@metrocharity.org.uk](mailto:recruitment@metrocharity.org.uk). If applying by email, you should include your full name in the message subject line. Your email including attachments must not exceed 5MB in size.

Interviews will take place **once per month**.

For further information regarding this post please contact **Amanda Jeffery** on 020 8305 5000 or by email [amanda@metrocharity.org.uk](mailto:amanda@metrocharity.org.uk).

We look forward to hearing from you.

Best wishes,



Dr Greg Ussher, CEO

**METRO Greenwich**  
141 Greenwich High  
Road  
London  
SE10 8JA

**METRO Vauxhall**  
N206 Westminster  
Business Square  
1-45 Durham Street  
London  
SE11 5JH

**METRO Essex**  
Outhouse East  
19 East Hill  
Colchester  
Essex  
CO1 2QX

**METRO Kent &  
Medway**  
331 High Street  
Rochester  
ME1 1DA

**METRO Ashford**  
Vicarage Lane  
Ashford  
TN23 1NJ

**METRO New Haddo**  
29 Tarves Way  
London  
SE10 9JU

# Job Description

## Key Details

|                          |  |
|--------------------------|--|
| <b>Job Title</b>         | METRO Sexual Health Outreach Worker  |
| <b>Employment Status</b> | Part Time  |
| <b>Duration</b>          | Contract until 31 October 2018 [with possibility of extension]                       |
| <b>Salary/Wage</b>       | £20,020 [pro rata]   |
| <b>Hours</b>             | 28 hours a week, including regular evenings / weekends                               |
| <b>Line Manager</b>      | Sexual Health Outreach Team Leader   |
| <b>Coordinated by</b>    | Manager, Sexual & Reproductive Health  |
| <b>Employer</b>          | METRO Charity (Metro Centre Ltd)   |
| <b>Location</b>          | Main location of work is METRO Greenwich/Outreach in Greenwich and surrounding area. |

## Job Outline

METRO are seeking a committed, motivated, and outgoing individuals to work as part of the Greenwich Sexual Health Outreach Team. The primary aims of this role are to work on an outreach basis in a variety of settings to promote Greenwich Sexual Health through delivering services, information, and referrals. In doing this you will conduct Chlamydia Screening, register young people to the Greenwich C Card Scheme, promote Greenwich Sexual Health online testing, and deliver presentations on sexual health and contraception.

Primarily working with young people aged 15-24, you will support the National Chlamydia Screening Programme, whereby you will demonstrate and distribute Chlamydia Self Testing Kits in an outreach capacity, in areas such as schools, colleges, universities, leisure centres, youth organisations, and other venues. Additionally you will support the Greenwich C Card scheme, by promoting and registering eligible young people to the free condoms scheme.

You will also promote local sexual health and contraception services to young people and adults alike, referring people into local in-person or GSH online testing services. You will be expected to deliver accurate information to a broad range of individuals on issues relating to sexual health and contraception and, where appropriate, sign post into services. Accurate monitoring records will be kept for all interactions, referrals, Chlamydia screens, and C Card registrations / distributions.

You will also work approximately one day per week in the Greenwich Sexual Health Office, fielding calls, completing data entry and supporting Sexual Health Office staff in an administrative capacity. Office based support will be completed in a flexible manner and will be scheduled around the needs of the outreach bookings rota.

Finally, you will participate in staff training initiatives in order to be issued with a Passport to Practice, and be responsible for supporting and delivering sexual health presentations and workshops after passing adequate training and assessment.

This role requires flexibility and working unsociable hours. Schedules will be done up to one month in advance and will vary from week to week depending on programme need. METRO are seeking one person to work primarily during daytime hours, and two persons to work primarily during evenings and weekends.

## Main Tasks

1. Promote in-person and online Greenwich Sexual Health services to young people and adults alike throughout the Royal Borough of Greenwich, signposting and making referrals when appropriate
2. Assess the age of young people in order to determine if appropriate to test for Chlamydia or register for a C Card
3. Encourage young people to screen for Chlamydia and to register for C Cards in an outreach basis, fully explaining to individuals the form filling process and how to provide the urine sample.
4. Ensure client confidentiality is maintained and client identifiable information is transported and stored safely and securely, and that all C Card registrations and Chlamydia screens are posted / returned in a timely fashion
5. Deliver accurate and up to date information to large and small groups of young people on Chlamydia, STIs and Contraception and the range of local services available.

6. Support the development of relationships with local partner organisations by acting appropriately and professionally when working around young people in schools, colleges and all youth settings.
7. Source new venues where outreach and service promotion can be conducted
8. Attend quarterly staff training sessions and to actively pursue obtaining a Passport to Practice
9. Support and deliver sexual health and relationships education training to young people
10. To be aware of and report any Child Protection issues promptly to the METRO Safeguarding Lead
11. Meet daily screening targets set and reporting back to the Team Leaders any issues that may arise promptly
12. Assist in the set up and dismantling of displays where necessary
13. To be punctual and professional at all times, always wearing the GSH uniform
14. To work proactively and to use own initiative to find young people and to maximise the use of outreach time by promoting other services when appropriate
15. Support Sexual Health Office staff in an administrative capacity, taking calls, entering data and posting orders to clients.

## Other Duties

- Adhere to METRO policies and procedure at all times.
- Ensure sensitive and confidential recording of information in accordance with the Data Protection Act and METRO's Information Governance Policies
- Attend monthly formal as well as informal supervision, as requested
- Attend relevant team and METRO-wide meetings and training as possible
- Contribute positively to the life of METRO
- Engage in any other activities as relevant and requested by management.

- Undertake monitoring and evaluation of all activities and projects in order to produce a record of work undertaken including outputs, and where appropriate outcomes of such work.
- Ensure sensitive and confidential recording of information in accordance with the Data Protection Act.
- Keep up to date with developments occurring within the sexual health, contraception and HIV/AIDS fields especially among young people and those most at risk of HIV/AIDS
- Undertake administrative work generated by the post and to ensure that such work is complete.

## Person Specification

| Knowledge & Experience  | Skills & Abilities | Essential /Desirable | Application /Interview       |
|---|--------------------|----------------------|------------------------------|
| Experience of working with diverse young people, especially those most vulnerable                     |                    | Essential            | Application Form & Interview |
| Experience of providing sexual health support, advice, and service information to at risk communities |                    | Essential            | Application Form & Interview |
| Sound knowledge of HIV transmission, STIs, contraception and sexual health                            |                    | Desirable            | Application Form & Interview |
| Experience of working with a broad range of service providers as a representative of an organisation  |                    | Desirable            | Application Form & Interview |
| Knowledge of the issues that affect the sexual health and wellbeing of Young People                   |                    | Desirable            | Application Form & Interview |
| Proven ability to perform against targets   |                    | Essential            | Application Form & Interview |

|  |  |           |                              |
|--|--|-----------|------------------------------|
|  | Proven ability to develop positive relationships based on trust, confidence and mutual respect with young people in a range of settings and from a range of backgrounds. | Essential | Application Form & Interview |
|  | Ability to learn to deliver sexual health training and presentations to small and large groups of young people with training   | Essential | Application Form & Interview |
|  | Ability to talk confidently and professionally about sexual health, contraception, STIs and relationships  | Essential | Application Form & Interview |
|  | Ability to implement Fraser Guidelines and Informed Consent rules- with training   | Essential | Application Form & Interview |
|  | Ability to conduct a condom demonstration – with training  | Essential | Application Form & Interview |
|  | Ability and willingness to work flexibly, including at evenings and weekends   | Essential | Application Form & Interview |
|  | Full UK Driver's License and own car   | Desirable | Interview                    |