

# **Outreach Coordinator with The Love Tank**

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## **Job Description**

### **GENERAL INFORMATION**

<b>Job title:</b>	Outreach Coordinator
<b>Salary:</b>	£30,247 (S01-31) Pro-rata
<b>Hours:</b>	Part time 21 hours per week (including evening and weekend work)
<b>Accountable to:</b>	Marc Thompson - Director, The Love Tank
<b>Job location:</b>	Stillpoint Spaces London, Farringdon (primary); partner agencies office locations; & outreach venues across London
<b>Contract:</b>	May 2021 – March 2022
<b>Note:</b>	Line management is split between: The Love Tank, GMI & HIV Prevention Manager (METRO) and Outreach Project Manager (Positive East)

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This job is part of the pan-London HIV prevention partnership, undertaking HIV prevention outreach targeting gay men, bisexual men, and other men who have sex with men (MSM) across London. The outreach partnership is between The Love Tank, Metro, Positive East, and Spectra.

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## **JOB SUMMARY**

The post holder will coordinate and provide information-based sexual health outreach services, and brief HIV prevention interventions in commercial and social venues and at events across London.

The post holder will develop, support and implement interventions that will predominantly target MSM from Black, Asian and other Ethnic Minority communities who may be at higher risk of HIV and STI acquisition.

The post holder will be a member of The Love Tank team, based at Stillpoint Spaces (Farringdon), working closely with their counterparts at other GMI partner agencies (Positive East, Metro and Spectra).

The post holder will be responsible for liaising directly with other contract partners and being a main point of contact for various outreach venue providers. The worker will support the overall HIV prevention services provided by The Love Tank.



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# **JOB FUNCTIONS/ RESPONSIBILITIES**

## **Delivering outreach**

1. Provide outreach and brief sexual health interventions at commercial and social venues and events across London, including during evenings and weekends
2. Distribute HIV, sexual health and services information and resources to individuals at venues and events across London
3. Develop, support and implement outreach interventions that target MSM from Black, Asian and other Ethnic Minority communities
4. Signpost target groups into sexual health and other clinical services as appropriate
5. Undertake HIV point-of-care (POC) testing in outreach settings and/or agency POC testing sites

## **Planning outreach**

6. Conduct a mapping exercise of and develop relationships with venues, social spaces and networks accessed by MSM from Black, Asian and other Ethnic Minority communities
7. Coordinate and support a Love Tank/GMI presence at key events throughout the year such as Pride, Black Pride, National Testing Week

## **Venue support and liaison**

8. Develop links and take the lead in maintaining effective communications with commercial venues, clinics and other agencies in assigned region(s)
9. Provide a lead liaison role between venues and providers such as Freedoms providing site intel directly to Freedoms about stock and resources, and any other feedback to direct line management.
10. Assist with developing and delivering sexual health and HIV awareness trainings for commercial venue staff and other groups as directed



## **JOB FUNCTIONS/ RESPONSIBILITIES (continued)**

### **Volunteer support**

11. Work with The Love Tank colleagues and GMI partner agencies to recruit, coordinate and support an outreach team of volunteers

### **Administration, training and learning**

12. Collect and input relevant data during and after outreach and community testing sessions

13. Undertake all administrative work generated by the post

14. Keep abreast of medical, social and epidemiological developments in the fields of HIV, sexual health.

15. Attend meetings of The Love Tank, GMI Partnership and external agencies and groups as agreed with line manager

16. Complete the required training to comply with legal and quality assurance processes such as information governance, confidentiality, data sharing, safeguarding, health and safety at work

17. Carry out any other appropriate tasks requested by the line manager to ensure the effective delivery and development of The Love Tank/GMI HIV prevention services



# HIV PREVENTION OUTREACH WORKER - PERSON SPECIFICATION

 ESSENTIAL     DESIRABLE

Qualification, Knowledge & Experience	Skills & Abilities
Experience in health promotion or other relevant area, or deemed comparable experience 	
Knowledge of the health needs of gay men and other men who have sex with men including current and emerging health issues 	
Knowledge of health inequalities and how they impact on gay men and other MSM from on Ethnic Minority communities 	
Understanding of health promotion methods in outreach settings, and peer education approaches to HIV prevention 	
	Understanding of boundaries and issues around confidentiality in work with clients in outreach settings 
	Excellent communication and interpersonal skills relevant to conducting outreach interventions 

# HIV PREVENTION OUTREACH WORKER - PERSON SPECIFICATION (continued)

 ESSENTIAL     DESIRABLE

Qualification, Knowledge & Experience	Skills & Abilities
	Ability to work flexible hours, including evenings and weekends in a range of London based commercial and social venues 
Experience of working with and coordinating volunteers 	
Experience of providing Point of Care HIV testing and supporting clients with basic STI sampling (training will be provided if necessary) 	
	Ability to work independently and to use own initiative 
	Ability to work as part of a multi-agency collaborative team, and to network across organisations 
	Ability to offer advice, information and informal support both face to face and by telephone or online in a sensitive, non-judgmental manner 
	Ability to manage own workload, calendar and administration, including the use Microsoft Office, Sharepoint and databases 



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