



MAYOR OF LONDON



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20 April 2023

Dear Applicant

Thank you for your interest in the post of **Support and Advice for Sexual Health (SASH)**

Peer Support Lead

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.

Your completed application form should be sent to arrive **no later than 9:00am on 15th May 2023** by email to recruitment@metrocharity.org.uk. Please include your full name in the message subject line. Your email including attachments must not exceed 5MB in size. Please also complete the Equality and Diversity monitoring form.

Interviews, will take place in the METRO office in New Cross or via Zoom in the **week beginning 22nd May 2023**.

For further information regarding this post please contact **Jakub Krzyzynski on 07494497590 or by email jakub.krzyzynski@metrocharity.org.uk**.

We look forward to hearing from you.

Best wishes

Andrew Evans, CEO

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METRO GAD
The Forum at Greenwich
Trafalgar Road
London
SE10 9EQ

METRO New Cross
The Mulberry Centre
15 Amersham Vale
London
SE14 6LE

Job description

Key details

Job title	SASH Peer Support Lead
Employment status	Part time
Duration	Permanent
Salary/Wage	£27,363 p.a. pro rata
Hours	28 hours a week, with some occasional evening and weekend working. This post would suit applicants looking for flexible, part-time work.
Line manager	HIV Peer Support Services Manager
Coordinated by	Head of HIV
Employer	METRO Charity (The Metro Centre Ltd)
Location	Turning Point Offices in Soho and West London, and METRO offices

Job outline

This post will create a programme of peer led events and social activities for people in communities around a range of sexual health topics. You will be responsible for recruiting and retaining a team of volunteer peer mentors who will conduct one-to-one, group sessions and social activities to inspire and support people through shared activities, focusing on different topics around sexual health and wellbeing.

Programme:

Support and Advice on Sexual Health (SASH) provides residents of Hammersmith & Fulham, Kensington & Chelsea and Westminster with free, confidential sexual and mental health services. The services include counselling, life coaching, one-to-one peer mentorship, and peer support groups. SASH also provides free, non-judgemental support for people seeking help with reproductive health, sexual orientation, chemsex recovery, and living with HIV.

The post-holder will work within the SASH partnership and be line-managed by the METRO HIV Peer Support Manager, and work alongside staff from other agencies. The role will also be jointly

supervised by Turning Point Community Development Manager, who will also provide support to the role.

Role:

The post holder will be required to deliver some of these activities on evenings and weekends. Post holder will be expected to work from the office with occasional working from home if desired.

The post holder will deliver high-quality person-centred services within a busy inner London environment. The clients are from diverse communities affected by sexual health and mental health issues. The role will suit someone who is a proactive self-starter with a knack for creating partnerships and relationships with people in different settings. The person will be equally comfortable facilitating group work as well as training volunteers to deliver group work, and also able to work on a one-to-one basis and train peer mentors to do so too.

Main tasks

1. Work closely with METRO's HIV Peer Support Manager and Turning Point Community Development Manager to deliver the peer support services programme (e.g. one-to-one peer support sessions or mentoring, peer led workshops and social activities)
2. Act as the assessment and intake point of entry into peer support services within the three boroughs
3. Develop and run a weekly sexual health and wellbeing support meeting, a monthly social activity, and quarterly peer-led structured men's health workshop, within the three boroughs
4. Recruit, train, supervise and manage a team of people within each of the three boroughs to work as volunteers (for example peer mentors, group support, group facilitators) for METRO and/or other organisations within the partnership
5. Work closely with METRO's Positive Peoples Network including: METRO +PALS group for MSM living with HIV in Wandsworth and programmes included in the network with external organisations
6. Develop and maintain strong relationships with key stakeholders in the boroughs, including local GUM clinics, local pharmacies, GP surgeries, community businesses, community centres and social outlets
7. Work closely with the SASH Care Coordination team to ensure two-way referrals
8. Develop and maintain an expert knowledge of the three boroughs, particularly in relation to sexual health, as well as demographics of people within the boroughs

9. Work with both METRO and Turning Point PR and Communications teams to ensure the service is well promoted within the boroughs and surrounding areas
10. Keep detailed records and monitoring information and report to commissioners as required and according to the SLA
11. Keep up to date with developments occurring within related services
12. Attend monthly METRO/SASH team meeting that draws together METRO staff across the SASH programme

Other duties

1. Adhere to METRO policies and procedures at all times.
2. In line with METRO's policy on Information Governance (IG), confidentiality and data handling, you will be expected to undertake, pass and maintain the required IG modules as indicated by your line manager.
3. Ensure sensitive and confidential recording and handling of information in accordance with the Data Protection Act, GDPR regulations and METRO's Information Governance policies.
4. In line with METRO's policy on Safeguarding, you will be expected to undertake, pass and maintain the required Safeguarding Training modules as indicated by your line manager.
5. Attend regular supervision, and to undertake appropriate training as agreed. Maintain and update knowledge, skills and undertake continuing education in accordance with personal and service needs within a framework of a personal development plan.
6. Undertake any other appropriate duties as requested by your manager. If these duties are extensive and of a higher job description scale, the terms and conditions of the post may be varied in negotiation with your line manager

Support and Advice for Sexual Health (SASH)

Peer Support Lead - Person Specification

Qualification, Knowledge & Experience	Skills and Abilities	Essential or Desirable	Application Form, Interview, Presentation
Well-developed understanding of issues affecting sexual health and wellbeing		Essential	Application Form & Interview
Experience of conducting assessments and referrals with service users		Desirable	Application form & Interview
Experience of maintaining relationships with statutory and voluntary service providers		Essential	Application form & Interview
Experience running peer support groups and programmes		Essential	Application form & Interview
Knowledge of group dynamics, group facilitation and leadership styles		Essential	Application form & Interview
Experience of recruitment, training and working with volunteers		Essential	Application form & Interview
	Skilled trainer and well developed interpersonal skills with service users. Skilled active listener and assessor	Essential	Interview
	Well developed communication skills, both verbal and written, in a range of settings	Essential	Application form & Interview
Well-developed understanding of current HIV treatment and prevention paradigms and methodologies		Essential	Application Form & Interview
	Ability to work on own initiative, as well as an ability to work as part of a team	Essential	Application Form & Interview
Knowledge of the geography and demography of the Three boroughs: Kensington and Chelsea, Hammersmith and Fulham, and Westminster and surrounding areas		Desirable	Application Form & Interview