

Community Development Worker AMC - Sheffield



Dear Applicant,

Thank you for showing interest in applying for the vacancy referenced above.

Job pack contents:

- Job description
- Person specification
- Application form including a front sheet for your personal details
- Equal opportunities monitoring form, which should be returned to us with your completed application form
- Disclosure policy

Application form submission information:

- The closing date for all completed application forms is **11th August 2026**. Applications received after this deadline will not be considered.
- Completed application forms should be returned to jobs@mesmac.co.uk
- Interviews are scheduled to take place on **19th August 2026**. Shortlisted candidates will be informed of the specific interview times in due course by email, postal invitations will not be sent.
- If you have not heard from us by 14th August 2026 please assume that we will not be taking your application any further on this occasion. This is less courteous than we would wish, however it is an attempt to keep our administration costs to a minimum.

Applications from ex-offenders for this vacancy are welcomed and will be considered on their merit, this post is subject to an Enhanced DBS with barred lists check. Convictions which are irrelevant to the job, and offences for which there is no heterosexual equivalent will not be taken into consideration. The position for which you have applied is exempted from the Rehabilitation of Offenders Act 1974. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

All that remains is for me to wish you luck in your application.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Tom Doyle', written over a horizontal line.

Tom Doyle - Chief Executive MESMAC Group of Services

Yorkshire MESMAC - Job Description

Job title:	Community Development Worker (African and Migrant Communities)
Organisation:	Yorkshire MESMAC
Salary scale:	NJC salary points 18, and then in increments up to SCP 22. (£31,537 to £33,699 pro rata per annum)
Pension:	5% of gross salary paid into Stakeholder pension
Hours:	30 hours per week
Base:	Sheffield, though travel to all sites will be required
Contract:	Fixed term 3-year contract

Responsible to: Local Service Coordinator

Overall Aim:

To reduce the incidence of STI infection and poor sexual health during sex between people in Sheffield.

To reduce late diagnosis of HIV in Sheffield.

Primary Objectives

To develop expertise in and focus the majority of work on the following target group: Black African and Migrant communities. To maintain and use the skills required to work with all population groups.

To undertake outreach work, focusing on the following target groups: Black African and Migrant communities' groups, areas/events where the above may go - assessing need in relation to safer sex and sexual health.

To carry out outreach work to virtual and physical locations where target group members may meet and to monitor and evaluate the work at regular intervals.

To develop forums, groups and events which meet the needs of Black African and Migrant communities.

To offer information and sexual health resources, including condoms and lube, in a variety of settings; including over the telephone, face to face and over internet.

To deliver appropriate community based sexual health interventions including HIV point of care tests (POCT) and chlamydia tests to the target groups in community settings.

To market these services, monitor and evaluate them.

To work in partnership with appropriate agencies to develop these services further.

Main Working Contacts:

Volunteers, interns, apprentices, Local Service Coordinator, Operations Managers, Chief Executive, Finance and Administration staff, Digital Engagement Worker, Community Development staff, sessional workers and Yorkshire MESMAC Board of Trustees

Main Tasks and Duties:

The following is a list of duties and provides a general outline of the work of the post holder and is not definitive:

The postholder may be required to undertake other related duties as deemed appropriate by the Yorkshire MESMAC Board of Trustees and/or the Chief Executive: -

1. To assess needs in relation to safer sex and sexual health of Black African and Migrant communities as a whole and higher risk sub-groups identified within this target group.
2. To develop ways of working around perceived, felt and expressed needs of Black African and Migrant communities around safer sex, in conjunction with the Operations Manager and Yorkshire MESMAC Community Development Workers.
3. To provide relevant, accurate and accessible information focusing on the needs of Black African and Migrant communities allowing them to make informed choices about their sexual health.
4. To develop a programme of outreach work, in conjunction with Yorkshire MESMAC Community Development Workers, Sessional Outreach Workers and the Operations Manager.
5. To work with existing groups, community leaders, shops, venues, university groups and other appropriate organisations to improve service delivery for Black African and Migrant communities
6. To represent the project on relevant bodies and committees as identified by the Operations Manager and/or Chief Executive.
7. To participate in the development and distribution of health campaigns organised by the project and other agencies: local, national and international.
8. To continue the development, delivery and evaluation of the Testing Times community-based testing programme.
9. To support volunteers working with the project, providing supervision, training and support as well as helping develop the volunteer roles that exist and creating new roles.
10. To attend meetings, as appropriate, of the Project's Board of Trustees and working groups.
11. To monitor all work delivered using the appropriate systems and complete reports on work; usually quarterly.
12. To support sessional workers working with the project; including providing supervision.
13. To undertake any appropriate administrative duties identified by the Operations Manager/Chief Executive

14. To facilitate the establishment of groups to meet gaps in service provision.
15. To deliver safer sex workshops, focusing on Black African and Migrant communities
16. To deliver training to professionals focusing on the needs of Black African and Migrant communities
17. To undertake appropriate training of self as required.
18. To take an active role in staff meetings and supervision.
19. To participate in research and evaluation programmes.
20. To participate in funding bids and tenders.
21. To be responsible for the day to day up keep of the building.
22. To undertake any other duties which the Yorkshire MESMAC Board of Trustees deems to be appropriate to the Project's aims, and commensurate with the post.
23. To be aware of Yorkshire MESMAC's policies and to ensure these are reflected in all aspects of the work of the post holder.
24. The ability to work flexible hours. This post requires evening and weekend working on a regular basis.

MESMAC - Personal Specification – Community Development Worker – AMC

- Below we have outlined the abilities, knowledge and experiences, which we believe the successful candidate for this post will be able to demonstrate and how we expect to assess this.
- In order to be shortlisted for interview you **must** demonstrate in your application form how you meet each of the following “application form” criteria explaining with illustrations of how you think you can do this.
- Remember abilities, knowledge and experience can be gained in a variety of settings - for example life experience, paid or unpaid work, work in the home and educational settings.
- Think carefully about your experiences and how these may be transferable to this post.
- Remember that we can only assess you for interview based on information you present on your application form. There is also space on the application form for you to tell us about any additional qualities, experience or skills you have which you feel are relevant.
- We do not accept CV's or handwritten forms . Each section on the application form has a word limit which you must keep to**

	A p p l i c a t i o n H i s t o r y	A p p l i c a t i o n Q u e s t i o n s	I n t e r v i e w	P r e s e n t a t i o n	E n g a g e m e n t P a n e l
At least two years’ experience of working African & Migrant Communities	x	x			
Show an understanding of the sexual health and related health inequalities that affect African & Migrant Communities	x	x		x	
Demonstrate experience and knowledge of working within a safeguarding children and young people framework and Vulnerable Adults	x		x		
Demonstrate the methods you would use to work in a way that puts African & Migrant Communities at the centre of your work.			x		x
Evidence your experience and skills in planning and delivering training and group work to African & Migrant Communities			x		x
Explain your understanding and commitment to equal opportunities and diversity.		x	x		
Ability to maintain boundaries between your personal and professional life including confidentiality.			x		
Show that you can source, understand and evaluate evidence to support decision making project development.			x	x	

Demonstrate you are competent with IT and able to use Microsoft office packages, email, internet and social media.	x			x	
Demonstrate how you have contributed to the efficient planning and delivery of work objectives and projects to targets and deadlines.	x		x		
Evidence effective partnership working with stakeholders, colleagues and other organisations while respecting and supporting others.		x	x		

Exceptional punctuality & time-keeping	references
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Please complete this sheet – it will be separated at the short-listing stage to ensure complete anonymity of all applicants.

POST APPLIED FOR **Community Development Worker AMC - Sheffield**

SURNAME	FORENAMES
ADDRESS	
.....	
Postcode	
DAY TEL. NO:	EVENING TEL. NO:
MOBILE:	
Email address:	
NI No.	

Please confirm which pronoun you would prefer MESMAC to use when referring to you.
(delete as appropriate)

He **She** **They**

Where did you hear about this post?

DECLARATION (Please read this carefully before submitting your application and ensure that you have answered number 3. Submitting your application indicates that you have read and agree to the below.)

1. I understand that the information submitted in my application form will form the basis of my contract of employment with MESMAC and that if it is subsequently discovered that I have wilfully or negligently given false information, I will be liable to immediate dismissal and may be prosecuted.
2. I agree that should I be successful in this application, I will, if required, apply to the Disclosure and Barring Service/Disclosure Scotland for an enhanced disclosure with barred list checks. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.
3. I agree that should I be successful in this application, I will, if required, undertake to be vaccinated against Hepatitis B or other vaccination deemed appropriate. I understand that should I refuse these vaccinations that this could limit the work I can undertake as part of my role.

I confirm that I will comply with vaccination requirements in order to fully complete the duties required in my role / I object to the vaccination requirements for the following reasons
..... (please delete/complete as appropriate).

MESMAC - Application Form

Please note that we do not accept CVs or handwritten application forms

Post applied for: **Community Development Worker AMC - Sheffield**

Are there any restrictions on you taking up employment in the UK? Yes ☐ No ☐
(If yes, please provide details)

Employment and volunteering history

Please outline your previous employment, volunteering and relevant life experiences to date, (e.g. year spent in the home caring for a family member) over a maximum of 10 years. Your present or most recent employer first working backward in chronological order. Use a separate sheet if necessary. You should use the duties section to identify where you have met our person specification criteria.

NAME AND ADDRESS OF EMPLOYER	JOB TITLE AND DUTIES	From - until	REASON FOR LEAVING
<i>Example employer</i>	<i>Community example worker</i> • <i>Experience of person spec criteria</i> • <i>Evidence of person spec criteria</i>	<i>E.g. month/year - later e.g. month year</i>	<i>Example reason</i>

OTHER EMPLOYMENT

Please note any other employment you would continue with if you were to be successful in obtaining this position.

Notice required in current post:

*In the Person Specification we have outlined some of the abilities, knowledge and experiences, needed to do this job. Drawing on these, in the boxes below please respond to each requirement within the word count and **please note that any words in excess of this will not be considered as part of your application.** Please add the number of words used at the end of each box and type in 12pt.*

Experience may have been gained in a variety of settings including paid work, volunteering, home life or other activities. Please do not use AI to fill in this section we want to get to know the real you.

- 1 Please provide a response, which uses two real examples from your employment, volunteering and/or life history, to show how you have developed experience working with people most at risk of acquiring HIV . 200 words**

- 2 Please tell us what you think are the two most important issues in 2026 for people most at risk of acquiring HIV . 200 words**

- 3 Considering MESMAC's Vision, Mission and Values (found on our vacancies page), please tell us about a time you personified at least one of our values. 200 words**

- 4 Please provide a one-minute unscripted video or voice note about why you as an individual are interested in this role, (and return along with this application form).**

*It is reasonable to use bullet points and practice what you're going to say before making/submitting your recording, however we're trying to get a feel for you as a person so those recordings which sound very scripted or potentially have used AI to write a speech, will be scored less. We will not score less for signs of nervousness or hesitation in your recording. Recordings a few seconds longer than a minute will be accepted but any words said after the minute will not be scored. You should email your recording at the same time as your application form. **Please provide the recordings in either MP4 or .mov format.***

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REFERENCES

Please provide details of two referees one of whom **must** be your present or most recent employer. If you are a student, please give an academic referee. If you are applying for a post which requires unsupervised access to young people, we reserve the right to approach any past employer for a reference.

1.	Name:	2.	Name:
	Position:		Position:
	Organisation:		Organisation:
	Address:		Address:
	Postcode:		Postcode:
	Email:		Email:
	Tel No.		Tel No.
	May we approach the above prior to interview? Yes/No		May we approach the above prior to interview? Yes/No

Completed Application form and recording to: jobs@mesmac.co.uk

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Please return both by **09:00 am 11th August 2026**
Late applications & CV's will not be considered.

MESMAC Disclosure Policy

Criminal convictions

Applications from ex-offenders for this vacancy are welcomed and will be considered on their merit. Convictions which are irrelevant to the job, and offences for which there is no heterosexual equivalent will not be taken into consideration, but you are required to disclose any convictions which are not spent by virtue of the Rehabilitation of Offenders Act 1974* **Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers , and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.**

Please be aware that you do not have to submit this information with your application, although if you do then this information will be stored securely and will not be sent with your application for shortlisting. This information would only be shared after the interviews and a decision to appoint has been made.

If you do not want to submit this information yet then your application will still progress to shortlisting. If you are invited to interview then you will then need to do the following:

Please read the notes below before answering the following question.

Do you have any criminal convictions?

If you have answered yes to the question concerning criminal convictions please supply on a **separate sheet of paper in a separate sealed envelope** details of the date(s), offence(s) and sentence(s) passed.

The information you provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying.

The interview panel Chair and /or Chief Executive will view information supplied only after a decision to appoint has been made. If you are unsuccessful at this stage, the envelope will not be opened and will be returned to you intact.

Disclosure of a conviction does not debar applicants from consideration. The offence will only be taken into account if it is considered to be one, which would make the applicant unsuitable for the type of work to be done. Convictions which are 'spent' by virtue of the Rehabilitation of Offenders Act 1974 (as amended) need not be disclosed.

MESMAC Equal Opportunities – Statement of Intent

MESMAC recognises that groups and individuals in society are discriminated against in ways which affect their ability to participate on an equal basis with others at work and in all aspects of life. This discrimination conflicts with the aim of the organisation. These include challenging bias and stereotypes, identifying the causes of injustice and inequality and exploring possibilities for change.

In pursuit of these aims we are striving to become an equal opportunities employer and to ensure, as far as possible, that workers are recruited from all sections of the community. We aim to make the services which MESMAC offers relevant and accessible to everyone, and sensitive to differing individual needs. We aim to promote equal opportunities in all aspects of our work and to ensure that MESMAC's workers (paid staff, board of management) and users are not discriminated against because of age, disability, gender re-assignment, marital/civil partnership status, pregnancy/maternity status, race, religious or philosophical belief, gender/sex, sexual orientation, colour, nationality, ethnic origin, social class/caste, political affiliations, HIV status, or care responsibilities.

MESMAC is committed to a programme of action to make this statement effective. This includes developing policies and practices in areas such as recruitment, selection and training of workers, resource and service provision, publicity and publications, work with other organisations, personal behaviour and development. We are committed to reviewing our work regularly to ensure that progress is being made in these areas.

MESMAC believes that developing equal opportunities policies and practices will not only benefit individuals, but will also benefit and enrich the work of the whole organisation and society at large.

MESMAC - EQUAL OPPORTUNITIES MONITORING FORM

Recruitment

Equal opportunities

Applicants for jobs will not be unfairly discriminated against because of their; gender, race, colour, nationality, ethnic origin, religious or philosophical belief, social class/caste, age, disability, political affiliations, HIV status, care responsibilities, marital status, or sexual orientation.

Please fill in this form and return it together with your completed application.

This form is purely to monitor our equal opportunities policies. It will not be used to assess your suitability for the post. This form will be detached from your application and members of the interview panel will not have access to the information until after short listing. All the information will be treated in the strictest confidence; none of your details will be passed to any other agency.

In order to monitor policy, and for that reason only, we ask you to answer the questions below. If you do not wish to complete all or any part of this monitoring form, you do not have to do so.

For the post of: Community Development Worker AMC - Sheffield

Date:

Please complete the section below. All the information will be treated as confidential, and will be used to assist us in improving our equal opportunities policies and practices.

Please circle the appropriate information

1 Are you? (circle as appropriate)

Female

Male

I prefer not to say

Other Please specify.....

2. Is your gender identity the same as the gender you were assigned at birth? (circle as appropriate)

Yes

No

I prefer not to say

3. How do you describe your ethnicity? (circle as appropriate)

● **Asian or Asian British**

Bangladeshi

Indian

Pakistani

Other Asian (Please specify).....

- **Black or Black British**

African Caribbean Other Black (Please specify).....

- **Chinese or other ethnic group**

Chinese Other Ethnic group (Please specify).....

- **Mixed**

White & Black African White & Asian White & Black Caribbean
Other Mixed (Please specify).....

- **White**

British Irish Other White Please specify.....

- **I prefer not to say**

- **Other** (please specify).....

4. Do you consider yourself? (circle as appropriate)

Bisexual Gay man Heterosexual/Straight Lesbian / Gay woman
I prefer not to say Other (Please specify).....

5. Do you consider yourself? (circle as appropriate)

Buddhist Christian Hindu I prefer not to say
Jewish Muslim No religion Sikh

Other religion (please specify).....

Other (please specify).....

6. Do you consider yourself to be a disabled person? (circle as appropriate)

Yes No I prefer not to say

7. Please indicate your age range: (circle as appropriate)

Up to 26 26-35 36-45 46-55 56-65 over 65 I prefer not to say

8. Do you provide unpaid care for someone who has a long term illness, health problem or disability that limits their daily activities or the work they do. This could be family members, partners or friends.
(circle as appropriate)

Yes No I prefer not to say

9. How did you learn of this vacancy?

Newspaper (please specify):

Job Centre:
.....

Community Centre/Other Organisation (please specify):

Job Bulletin (please specify):

Specialised publication/journal (please specify):

Newsletter (please specify):
.....

Word of mouth:
.....

Internal:
.....

Other (please specify):

.....

I prefer not to say:

.....

Thank you for completing this form. Please return it with your application form, to the email address above.