



MESMAC is a group of independent community based sexual health and social wellbeing services that are committed to developing and delivering services that are responsive to the needs of our communities.

We are seeking to appoint the following: **Local Services Coordinator – Leeds (up to 37 hours)**

Overall Aim:

- To develop, deliver, maintain and monitor systems that ensure that the contractual responsibilities of MESMAC to deliver the Leeds Sexual Health Improvement Service are met.
- To ensure the smooth day to day running of Leeds HIV Prevention/Sexual Health Improvement Service.
- To reduce the incidence of HIV infection during sex between people in Leeds.
- To establish local community initiatives with people most at risk of acquiring HIV which explore needs in relation to safer sex and work towards meeting these needs.

Prime Objectives:

- To ensure that contractual obligations are met and to organise the Leeds HIV Prevention/Sexual Health Improvement Service to deliver maximum impact on a day to day basis.
- To oversee, and undertake delivery of outreach, to reach the following target groups: Gay and Bisexual men and men who have sex with men, Black African people, sex workers, Trans people and other people most at risk of acquiring HIV. Outreach should include the following locations: community groups, areas /events where the above target populations may go, including public sex environments, faith venues, markets, other service providers, online and real world.
- To oversee and ensure the delivery of outreach to Public Sex Environments and other areas where men may meet to have sex and to monitor and evaluate the work at regular intervals.
- To develop community forums that meet the sexual health needs of People most at risk of acquiring HIV and /or poor sexual health.
- To manage, supervise and support project staff (up to 5 full time equivalent staff), apprentices, placements/students and trainees and volunteers.
- To coordinate the staff team to promote and deliver a community based rapid HIV and STI testing service for most at risk populations.

Main Responsibilities & Duties (list not exhaustive – please refer to the application pack for more details)

1. To develop a programme of outreach work, in conjunction with the MESMAC Community Development Workers, Sessional Workers, and Operations Manager.
2. To work with existing groups in Leeds to improve service delivery for people most at risk of acquiring HIV.
3. To administer HIV and Syphilis POCTs and coordinate the HIV and STI testing service.
4. To liaise with and work with other service providers to develop joint pieces of work (e.g. sexual health service staff, Gender Identity Clinic team, drugs projects).

Salary: NJC scale SO1 (points 23-25) starting at £34434.00 per annum for 37 hours per week. Contract is reviewed annually. There is a 5% workplace pension and membership of Paycare. This post is subject to an Enhanced DBS with barred lists check.

Closing date is: 10am Monday 19th October 2026

*Please note that late applications and CV's will not be accepted. Interviews will be on **Wednesday 28th October 2026**. We are striving to be an equal opportunities employer, and as such we welcome applications from all sections of the community. (Charity no 1040407).*