



Local Services Co-ordinator

Leeds Sexual Health Improvement Service (SHIS)

Organisation:	MESMAC
Responsible to:	Operations Manager
Salary:	NJC SO1 £34,434 - £36,363 pro rata
Pension:	5% of gross salary paid into Stakeholder pension
Hours:	Up to 37 hours per week. To be agreed with candidate
Contract:	Permanent
Base:	Leeds Site. (Travel to other sites will be required)

Overall Aim:

To develop, maintain, deliver, and monitor people and systems that ensure the contractual responsibilities of MESMAC, to deliver the Leeds Sexual Health Improvement Service, are met.

To ensure the smooth day to day team delivery of Leeds HIV Prevention/Sexual Health Improvement Service.

To reduce the incidence of HIV infection during sex between people in Leeds.

To establish 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 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, both online and real world to reach people most at risk of poorer sexual health outcomes

To develop community forums that meet the sexual health needs of people most at risk of poor sexual health.

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 manage, supervise and support project staff (up to 6 full time equivalent staff), apprentices, placements/students and trainees and volunteers.

To support and coordinate the staff team to promote and deliver a community based rapid HIV and STI testing service for most at risk populations. Working with the Testing Champions for upholding regulation, infection control standards etc.

Organisational Relationships:

Responsible to the Operations Manager (OM) for management, support and supervision.

Main working contacts:

Operations Managers, Chief Executive Officer, Finance/Administration staff, Community Development staff, Sessional Workers, volunteers, MESMAC Board of Trustees, Mental Health and Wellbeing Coordinator (MHWC), Peer Support Workers

Main Responsibilities and Duties:

The following list of duties provides a general outline of the work of the post holder and is not definitive. The post holder may be required to undertake other related duties as deemed appropriate by the MESMAC Board of Trustees and/or CEO.

1. To assess needs in relation to safer sex and sexual health of key target groups.
2. To develop ways of working around perceived, felt, and expressed needs of people most at risk of acquiring HIV/STIs in conjunction with the Operations anager, Community Development Workers, and Sessional Workers.
3. To provide relevant, accurate and accessible information to people most at risk of acquiring HIV allowing them to make informed choices about their sexual health.
4. To coordinate and deliver a programme of outreach work, both real-world and on line in conjunction with the MESMAC Community Development Workers, Sessional Workers, and Digital Engagement Worker.
5. To work with existing groups in Leeds to improve service delivery for people most at risk of acquiring a STI and/or HIV.
6. To coordinate and expand the community testing service, including delivery of HIV tests, Syphilis tests and CT/GC screens
7. To project manage, staff, of other MESMAC projects as appropriate and identified by the Operations Manager.
8. To refer and signpost to other appropriate services.
9. To offer information to people in a variety of settings including over the telephone, online and through a social media presence.

10. To liaise with and work with other service providers to develop joint pieces of work (e.g. Leeds Sexual Health, Gender Identity Clinic team, drugs projects).
11. To develop and use, monitoring and recording mechanisms that maintain the confidentiality of the service user and support all staff members to use monitoring systems too.
12. To represent the project on relevant bodies and committees as identified by the, Operations Manager and/or Chief Executive.
13. To assist in the development and distribution of health campaigns organised by the project and other agencies.
14. To attend meetings, as appropriate, of the MESMAC Board of Trustees and working groups.
15. To take the lead and to be responsible for the production of regular reports on the activities of MESMAC's Leeds Sexual Health Improvement Service
16. To undertake any appropriate administrative duties identified by the MESMAC Operations Manager or Chief Executive.
17. To undertake appropriate training of self as required.
18. To take an active role in staff meetings and supervision.
19. To plan and facilitate regular Sexual Health Improvement Service Staff meetings and required Ad-hoc meeting.
20. To be responsible for the day-to-day upkeep of the Leeds building.
21. To undertake any other duties which the MESMAC Board of Trustees deems to be appropriate to the Project's aims and commensurate with the post.
22. To be aware of MESMAC's Workers Code of Conduct and Equal Opportunities policies and to ensure these are reflected in all aspects of the work of the post holder.
23. To participate in research and evaluation programmes.
24. The ability to work flexible hours. This post requires evening and weekend working on a regular basis.

Supervision and Management responsibilities:

1. To take the lead in recruiting, training and assessing new Leeds SHIS members of staff.

2. To be responsible for the management and supervision of the Leeds Sexual Health Improvement Service staff: CDWs, Digital Engagement Workers and others.
3. To take responsibility for the management and supervision of Sessional Workers contributing to the Leeds Sexual Health Improvement Service.
4. To lead the Leeds SHIS team and develop the people & culture in ways that reflect MESMAC's values

Responsibilities and Duties – Finance:

1. To manage appropriate devolved budgets
2. To research, prepare and present funding applications to funding bodies as agreed by senior management.

Responsibilities and Duties – Estates

1. To take the lead in managing the upkeep of the Leeds building with support from Finance/admin team members.
2. To nominate and support members of Leeds Staff (including Mental health team members in collaboration with the MHCW) to take on key building roles e.g. Fire Marshall/Mental Health First Aiders