

**Local Services Coordinator – Leeds 37 hours**

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 **10am Tuesday 26th August 2025.** Applications received after this deadline will not be considered.
* Completed application forms should be returned to [jobs@mesmac.co.uk](mailto:jobs@mesmac.co.uk)
* Interviews are scheduled to take place on **Thursday 4th September 2025.** 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 30th August 2025please 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,



Tom Doyle – Chief Executive MESMAC Group of Services

# **MESMAC - Job Description**

**Job title**: Local Services Co-ordinator

**Organisation:** MESMAC

**Responsible to**: Operations Manager

**Salary:** SO1 £33366 - £35235

**Pension:** 5% of gross salary paid into Stakeholder pension

**Hours:** 37 hours per week.

**Contract:** Reviewed annually

**Base:** Leeds Site. (Travel to other sites will be required)

***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.

***Organisational Relationships:***

Responsible to the Operations Manager - HR for management and supervision.

***Main working contacts:***

Operations Managers, Chief Executive Officer, Finance/Administration staff, Community Development staff, Sessional Workers, volunteers, MESMAC Board of Trustees.

***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 Director.

1. To assess needs in relation to safer sex and sexual health of each target group.
2. To develop ways of working around perceived, felt and expressed needs of people most at risk of acquiring HIV in conjunction with the Operations Manager, 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 develop and deliver a programme of outreach work, in conjunction with the MESMAC Community Development Workers (CDWs), Sessional Workers, and Operations Manager.
5. To work with existing groups in Leeds to improve service delivery for people most at risk of acquiring HIV
6. To administer HIV and Syphilis POCTs and coordinate the HIV and STI testing service.
7. To project manage other Leeds projects as appropriate and identified by the Operations Manager – HR.
8. To refer and signpost to other appropriate services.
9. To offer information to people in a variety of settings including over the telephone, internet and through a social media presence.
10. 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).
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 be responsible for the day to day upkeep of the building.
20. 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.
21. 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.
22. To participate in research and evaluation programmes.
23. The ability to work flexible hours. This post requires evening and weekend working on a regular basis.

***Supervision and Management responsibilities:***

1. Responsible for the management and supervision of the Leeds Sexual Health Improvement Service staff: CDWs, Digital Engagement Workers and others.
2. To take responsibility for the management and supervision of Sessional Workers and volunteers contributing to the Leeds Sexual Health Improvement Service.

***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.

**MESMAC - Personal Specification - Local Services Coordinator – Leeds**

* 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 criteria explaining with examples 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. 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.
* 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.
* Please include details in the work history section that match the specification below.
* **We do not accept CV’s or handwritten forms**
* Each section on the application form has a word limit which you must keep to
* Please do not use AI to complete the application form

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Application history | Application Questions | Interview | Presentation | Engagement Panel |
| At least two years’ experience of working with people most at risk of acquiring HIV | x | x |  |  |  |
| Show an understanding of the social and other issues that affect people most at risk of acquiring HIV |  | x |  | x |  |
| Demonstrate experience and knowledge of working within a safeguarding Vulnerable Adults framework | x |  | x |  |  |
| Demonstrate the methods you would use to work in a way that puts people most at risk of acquiring HIV at the centre of your work. |  |  | x |  | x |
| Evidence your experience and skills in planning and delivering training and group work to professionals and people most at risk of acquiring HIV. |  |  | x | x | x |
| Explain your understanding and commitment to equal opportunities and diversity. |  |  | 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 in project development. |  |  | x | 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 and overseen 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 |
| Evidence your experience and skills in managing, supervising and supporting paid staff and/or volunteers. |  |  | x |  | x |
| Demonstrate your understanding of managing budgets and evidence any experience you have. | x |  | x |  |  |
| Demonstrate your experience of developing bids | 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 **Local Services Coordinator – Leeds 37 Hours**

|  |
| --- |
| 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: **Local Services Coordinator - Leeds**

**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** |
| *Example employer* | *Community example worker*   * *Experience of person spec criteria* * *Evidence of person spec criteria* | *E.g. month/year - later e.g. month year* | *Example reason* |
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**OTHER EMPLOYMENT**

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

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| --- |
| **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 |
|  |

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| 1. **Please tell us what you think are the two most important issues in 2025 for people most at risk of acquiring HIV.** 200 words |
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| 1. **Demonstrate you are competent with IT and able to use Microsoft office packages, email, internet and social media.** 130 words |
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| 1. **Please provide a one-minute unscripted video or voice note, and send along with your application, about why you as an individual are interested in this role.** |
| *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 these recordings in either MP4 or .mov files.*** |

**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:  Postcode:  Email: |  | Address:  Postcode:  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** |

Please return this form and your recording by **10am 26th August 2025.**

**Late applications will not be considered.**

**TO:** [**jobs@mesmac.co.uk**](mailto:jobs@mesmac.co.uk)

**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: Local Services Coordinator - Leeds**

**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**

BangladeshiIndianPakistani

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 AfricanWhite & AsianWhite & 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 sayOther (Please specify)…………………………………………….

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

BuddhistChristianHinduI 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.**