

**Community Development Worker (HIV Prevention & Social Support) 15 hours**

Dear Applicant,

Thank you for showing interest in applying for the vacancy referenced above. The job description and person specification for this role can be found as PDF documents on our website vacancy page. It is recommended that you save or print these, as it may be useful if you are shortlisted for interview.

**Application pack contents:**

* Front sheet for your personal details
* Application Form
* 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 **10:00am on Thursday 28th August.** Applications received after this deadline will not be considered.
* Completed application forms should be returned to jobs@mesmac.co.uk
* Interviews are proposed to take place on **Thursday 10th September 2025** in Leeds. 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 3rd September 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 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed then employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. 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**: Community Development Worker – HIV prevention & social support

**Organisation:** Yorkshire MESMAC

**Responsible to**: Local Services Co-ordinator

**Salary:** NJC Scale 6: SCP 18 to 22 (£30559 – £32654 pro rata per annum)

**Hours:** 15 hours per week

**Contract:** Permanent

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

## Overall Aims:

To reduce the incidence of HIV infection in Bradford.

To establish local community initiatives with People living with HIV, which explore needs in relation to social support and service provision and work towards meeting these needs.

To improve sexual health of populations most at risk of HIV and poor sexual health across Bradford through voluntary action.

## Prime Objectives:

To work with Most At Risk Populations (MARPs) for HIV transmission, including Black African communities, Gay, Bisexual and other Men who have Sex with Men (MSM), Trans people, other at risk populations and People Living With or Affected by HIV (PLWH) to improve access to knowledge, skills and resources around HIV Prevention and HIV Social Support needs.

To develop and support grassroots community forums, educative and peer support groups and events for PLWH and MARPs.

To deliver appropriate community based sexual health interventions including HIV point of care tests (POCT) to the target groups in community settings. To market these services and monitor and evaluate them. To work in partnership with appropriate agencies to develop these services further.

To deliver support and self-management interventions to People Living with HIV.

To inspire, develop and deliver voluntary action across the Bradford District in particular;

• Group co-facilitation and support

• Community based STI and contraception testing outreach

• Outreach to health promotion events

• Positive speakers and positive peer mentors

To ensure that MESMAC services in Bradford have in place the systems and infra-structure to support people to become volunteers including recruitment, training, personal development, supervision, reward and recognition.

To develop and deliver a training programme for people from target populations enabling them to become community leaders, facilitating their own groups and delivering self-directed voluntary action.

To deliver training including basic HIV & LGBT awareness, to professionals in Bradford

## Organisational Relationships:

Responsible to the Bradford Local Services Coordinator for management and supervision.

## Main working contacts:

Operations Manager - HR, Chief Executive, Bradford Local Services Coordinator, Community Development Workers, Sessional Workers, Project Administration/Finance Co-ordinator/Admin Staff, 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 the Chief Executive:-

1. To offer information and sexual health resources including condoms and lube to MARPs in a variety of settings; including over the telephone, face to face and over internet.
2. To develop forums, groups and events that meet the needs of MARPs and People Living with HIV
3. To ensure representation of the views of people living with HIV, and people affected by HIV, through Yorkshire MESMAC structures, including reporting to the Board of Trustees and advisory groups of service users.
4. To provide individual assessment, support and information to people living with HIV, including those with complex needs relating to asylum, immigration, sexuality, drugs, housing, family, mental health, and financial hardship, and to put in place appropriate services.
5. To develop a programme of outreach work, real world and virtual, in conjunction with MESMAC Community Development Workers, Sessional Outreach Workers and the Local Services coordinator.
6. To work with existing groups, commercial gay scene venues, faith organisations, university groups, commercial sex workers and other appropriate organisations to improve service delivery for target groups.
7. To represent the project on relevant bodies and attend meetings /committees as identified by the Operations Manager and/or Director.
8. To participate in the development and distribution of health campaigns organised by the project and other agencies: local, national and international.
9. To respect and maintain appropriate confidentiality at all times including regarding services users’ HIV statuses.
10. To be involved in the development, delivery and evaluation of Testing Times community-based testing including carrying out HIV and Syphilis finger prick tests.
11. To recruit and support volunteers working with the project. Providing supervision and training as well as helping develop the volunteer roles that exist and creating new roles when necessary.
12. To monitor all work delivered using the appropriate systems and complete reports on work; usually quarterly.
13. To support sessional workers working with the project; including providing supervision.
14. To undertake any appropriate administrative duties identified by the MESMAC Operations Manager / Chief Executive.
15. To deliver workshops to MARPs and PLWH on topics including safer sex, HIV awareness.
16. To deliver training to professionals around the needs of MARPs, LGBTQ+ people and PLWH.
17. To undertake appropriate training of self as required.
18. To recruit, train and support volunteers to meet the needs of the organisation and its service users.
19. To facilitate the establishment and maintenance of groups/forums that allow volunteers and community leaders to reflect on common concerns and take action to meet these.
20. To provide support to new and existing groups of target populations leading to independence.
21. To work with other staff members identifying areas of public health inequality to develop, deliver and support to independence community groups meeting these needs.
22. To take an active role in staff meetings and supervision.
23. To participate in research and evaluation programmes.
24. To participate in funding bids and tenders.
25. To be responsible for the day to day up keep of the building.
26. 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.
27. 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 postholder.
28. The ability to work flexible hours. This post requires evening and weekend working on a regular basis.

**MESMAC - Personal Specification - Community Development Worker – Bradford 15 hours**

* 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 Populations Most At risk of HIV Transmission and/or People Living with HIV. | x | x |  |  |  |
| Show an understanding of the social and other issues that affect Populations Most At risk of HIV Transmission and/or People Living with 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 the Populations Most At risk of HIV Transmission and/or People Living with HIV at the centre of your work. |  |  | x |  | x |
| Evidence your experience and skills in planning and delivering training and group work to Populations Most At risk of HIV Transmission and/or People Living with 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 |  |
| 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 |

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| Exceptional punctuality & time-keeping  | references |

**CONFIDENTIAL PERSONAL DETAILS SHEET**

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Please complete this sheet – it will be separated at the short-listing stage to ensure complete anonymity of all applicants

**Community Development Worker (HIV prevention & social support) 15 hours**

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| --- |
| 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 (HIV prevention & social support)**

**Are there any restrictions on you taking up employment in the UK? Yes** **[ ]  No** **[ ]**

**(If yes, please provide details)**

Please outline your previous employment to date, over a maximum of 10 years. Your present or most recent employer first working backward in chronological order. Use a separate sheet if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME AND ADDRESS****OF EMPLOYER** | **JOB TITLE AND DUTIES** | **From – until** | **REASON FOR LEAVING** |
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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:** |

*Below we have outlined some of the skills, and experience 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 or other activities.*

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| --- |
| 1. **At least two years’ experience of working with Populations Most At risk of HIV Transmission and/or People Living with HIV.** (200 words)
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|  |

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| --- |
| 1. **Show an understanding of the social and other issues that affect populations most at risk of HIV transmission, and/or People Living with HIV.** (150 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.**
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| *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.*** |

#  REFERENCES

|  |
| --- |
| Please provide details of two referees one of whom **must** be your present or most recent employer. Your reference from your present/most recent employer must be your line manager or the HR Department of the company. 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 by **10:00 am on Thursday 28th August 2025**

 **Late applications will not be considered.**

**Email to:** **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 and 2020) 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 questions:**

* Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? (Y/N)?
* Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? (Y/N)?”

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 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 (HIV prevention & social support)**

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/highlight the appropriate information**

**1 Are you?**

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?**

Yes No I prefer not to say

**3. How do you describe your ethnicity?**

* **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?**

Bisexual Gay man Heterosexual/Straight Lesbian / Gay woman

I prefer not to sayOther (Please specify)…………………………………………….

**5. Do you consider yourself?**

BuddhistChristianHinduI prefer not to say

Jewish Muslim No religion Sikh

Other (please specify)…………………………………………………………………………..

**6. Do you consider yourself to be a disabled person?**

 Yes No I prefer not to say

**7. Please indicate your age range:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 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.**

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 address above.**