

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 Yorkshire 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.