



Job Description

Job Title	Community Sexual Health Outreach Coordinator
Employment Status	Full Time (36 hours/week)
Salary	£34,500 plus pension contribution
Line Manager	Sexual Health Contracts Manager
Employed and based at:	Ladbroke Grove, London W10; minimum 2 days per week in office

Job Summary and Purpose

Spectra's Community Sexual Health Outreach Coordinator will promote, co-ordinate and deliver sexual health and well-being outreach and support for targeted groups in commissioned London boroughs, focusing on those at increased risk of poor sexual health.

Working with the Sexual Health Contract Manager and other sexual health staff, the postholder will develop targeted and general sexual health outreach and HIV-specific programming, providing knowledge and skills, and empowering individuals to access the support that they need.

The postholder will collaborate with local service providers supporting those groups in commissioned London boroughs, supported by Spectra's sessional outreach workers.

The postholder will represent Spectra at several levels, being a liaison between Spectra and a range of agencies and professionals working with the different groups across London, as well as with a range of people and their carers.

Main purpose of the job

1. Deliver HIV prevention and support programmes to targeted groups across London; offering STI screening, HIV point of care testing, condom distribution, support accessing PrEP, ChemSex support, support for retention in care, access to information and onward referrals.

2. Provide informed, accessible, tailored sexual health outreach and education sessions through community outreach events within local service providers working with diverse service user groups.
3. Making use of behaviour change tools such as motivational interviewing to provide support around sexual and reproductive health and associated wellbeing issues to targeted adults, working in line with all relevant safeguarding adults at risk guidance and safeguarding children requirements.
4. Build and maintain professional relationships with local providers, venues and agencies to ensure effective partnerships to deliver a holistic service offer, promoting professionals' training, referral pathways and information sharing.
5. Manage and maintain a close working relationship with local service providers to help identify the sexual and reproductive health needs and healthcare gaps in commissioned London boroughs.
6. Liaise with and make appropriate internal and external referrals to partner organisations such as contraceptive and sexual health clinic services, mental health support teams, drug and alcohol services, adult social care, and online services etc.
7. Ensure partnerships with local stakeholders are effective and robust.
8. Centre lived experience and expertise of service users in all aspects of outreach delivery, including co-creation of new or adapted service provision.
9. Coordinate and communicate timely with sessional staff, including training, support, and monthly outreach scheduling.
10. Lead on recruitment, training and coordination of volunteers to support service delivery.
11. Undertake monitoring and evaluation of all activities to produce reports to a high standard within clear deadlines.

Skills and Qualities

You will offer information and support to a range of key groups regarding their broad sexual health, contraception, and well-being needs. You must be able to communicate confidently, non-judgmentally and sensitively with a broad range of people from diverse backgrounds and ages and be able to connect quickly and within an empowerment framework ensuring agency remains with the service user.

You will be confident in providing tailored information to people as well as confident in advocating with them with other professionals.

You will be clear and respectful of the duties and boundaries of confidentiality, data protection and consent.

You will stay updated on the latest HIV and sexual and reproductive health research and integrate this knowledge into outreach programmes.

Able unequivocally to respect, support, promote and work within LGBTQ+ and other diverse communities.

Other Duties

- To adhere to Spectra policies and procedure at all times.
- To ensure sensitive and confidential recording of information in accordance with the Data Protection Act and Spectra’s Information Governance Policies
- Attend monthly formal as well as informal supervision, as requested, with the Programme Manager.
- Contribute positively to the life of Spectra.
- Engage in any other activities as relevant and requested by management.

Spectra standards

Equal Opportunities

Spectra has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote its policy in their own work.

Health and Safety

Spectra is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

Confidentiality and Data Protection

Spectra is committed to maintaining protection of data and privacy of staff and clients. It expects all staff to handle individuals’ personal information in a sensitive and professional manner. All staff are under an obligation not to gain accesses to information they are not authorised to have.

Systems

To use Spectra computers and other technology as directed to ensure their full and proper use and to undertake any necessary training.

Signature –job holder

Signed:.....

Dated:.....

The duties of this post will change over time and be reviewed and amended, as necessary.

Community Sexual Health Outreach Coordinator Person Specification

Qualifications & Experience	Knowledge, Skills & Abilities
Experience of providing sexual health and relationship support, advice and services.	Able unequivocally to respect, support, promote and work within LGBTQ+ and other diverse communities.
Sound knowledge of HIV, STIs, contraception and sexual health and the health environment in London.	Ability and willingness to screen people for STIs and HIV (training provided).
Experience of managing relationships with a broad range of service providers and professionals.	Knowledge of vulnerable adult protection safeguarding processes.
Experience of delivering one to one health interventions.	Knowledge of the issues that affect sexual health, wellbeing, health inequality and relationships of diverse and often marginalised groups.
Experience of designing and/or delivering training on sexual and reproductive health to professionals.	Knowledge of the issues that affect healthy sexual and reproductive health choices.
Desirable but not essential: Experience supervising a diverse sessional staff team.	Ability to communicate information clearly and openly about HIV, STIs, contraception & broader sexual health e.g. consent, chemsex, PrEP.
Experience delivering reports on KPIs and outcomes to a deadline.	Effective planning, Admin and IT skills including using Word, Access, and Excel.
Desirable but not essential: Experience delivering group work focused on positive sexual health.	Ability and willingness to work as part of a team, as well as to act on own initiative.
	Ability to record information reliably using good information governance.
	Ability and willingness to work flexibly, including evenings and weekends.
	Commitment and proactive approach to equality issues.