

WIDOWS AND ORPHANS INTERNATIONAL
Health Promotion Outreach Officer
Sexual Health Promotion And HIV/AIDS Prevention
JOB DESCRIPTION



REF:	WOIH007
Location	Newham
Hours:	FULL TIME (35 hours per week)
Accountable to:	Director
Salary:	up to £20-22,000 pa
Contract Duration:	12 months

JOB SUMMARY:

You will be required to plan and manage WOI's Health Promotion services, co-ordinating and supervising the provision of high quality services as you develop appropriate health promotion activities and resources for the clients. You will also be required to assess resources and delivery of services provided, adopting where necessary to meet the needs of the clients.

In this role you will inform, empower and where necessary voice the needs/views of service users to improve the quality of the services they receive and access to services.

You will also provide individual/direct advocacy and telephone support through a drop n service to residents of the **London borough of Newham**, giving information and, encouragement of uptake of available support services.

MAIN DUTIES AND RESPONSIBILITIES

1. To organise and develop the support group/s for African people infected and affected with HIV who are resident within the London Borough of Newham
2. In consultation with the service user group members, to organise a regular program of social therapeutic advice.
3. To work with the Volunteers and Peer educators, in order to assess information and service needs of the service user group, to assist with the future progression and development of the Services and of WOI.

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4. To assess the service needs that can be met by WOI and to plan and manage the provision of these services in a comprehensive way
5. To develop health promotion activities, resources and campaigns and ways of disseminating these for the residents of Newham.
6. To develop an efficient and effective referral programme and drop-in service.
7. To ensure that WOI delivers high quality services to those who most need such services according to the organisations plans and policies.
8. To recruit, train and provide ongoing supervision and support to peer educators and volunteers.
9. To co-ordinate and liaise with other organisations both statutory and voluntary within the borough to ensure effective networking in the provision of services.
10. To ensure that proper systems are developed and maintained for the running of the HIV/AIDS services.
11. Publicise the project.
12. To set up and implement a monitoring and evaluation system for the project to ensure project objectives are met.
13. To review current knowledge and research into HIV health promotion issues and concerns for African people and identify unmet needs.
14. Implement all the project policies and procedures in- house; Ensuring the Service is delivered within the framework of WOI's Equal Opportunities Policy.
15. To work collaboratively or in liaison with other members of the WOI health promotion team, volunteers, and external agencies as required.
16. To organise workshops on relevant issues to WOI and the project and in collaboration with partnership agencies.
17. To carry out any other duties as you may be required to do so from time to time.

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CONDITIONS OF SERVICE

Confidentiality - All volunteers must at all times maintain complete confidentiality of the material and information that they handle in their work with the Project. A breach of confidentiality is a disciplinary matter.

Equal Opportunities - It is the aim of the Health Promotion Project to ensure that no service user receives less favourable treatment on the grounds of gender, religion, race, colour, nationality, HIV status, sexuality, disability, political belief, ethnicity, ethnic or national origins is not placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. It is the responsibility of each employee/volunteer to contribute to its success.

CRB and References - The post holder will be required to work with vulnerable adults and young people from time to time and as part of best practice we will require CRB and Reference checks to be carried out

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PERSON SPECIFICATION

All requirements listed in this specification must be (a) essential to the post and (b) assessable within the selection process.

<i>ATTRIBUTES</i>	REQUIREMENTS		METHOD OF ASSESSMENT
	<i>ESSENTIAL</i>	DESIRABLE	
QUALIFICATIONS	Educated to degree level or appropriate professional qualification e.g nursing, community / social work	Postgraduate qualification relevant to health improvement Community development, education, social work qualification, or similar HIV related qualification	Application Form and Interview
EXPERIENCE	12 months experience of working in a community development role preferably in health related posts Experience of working through a community health development approach specifically with an understanding of the wider determinants of health Experience of working with community and voluntary groups especially Working in a inner city and multi ethnic setting Experience of working with statutory agencies, private and public sectors in a supportive role and the delivery of projects Experience of monitoring and evaluation of work being carried out Report writing and action planning	Successful experience with writing project reports and funding applications	Application Form and Interview

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	Teaching or training experience		
KNOWLEDGE / UNDERSTANDING	<p>An understanding of Sexual Health Promotion and HIV preventions issues</p> <p>Understanding of the wider public health agenda</p> <p>Understanding of evaluation methods</p> <p>Commitment to develop and improve own performance</p> <p>A basic understanding of the ethos of healthy living, barriers to employment and health inequalities</p>	Understanding of funding opportunities	Application Form and Interview
SKILLS	<p>Good organisational skills, able to prioritise and work within deadlines</p> <p>Group work and presentations skills</p> <p>Good team working skills</p> <p>Desire to enable people to achieve through their own actions</p>		Application Form and Interview
ABILITIES	<p>Must be able to demonstrate excellent oral and written communication skills</p> <p>Must be able to use own initiative, work independently with minimum supervision</p> <p>Ability to get on with a wide range of people in a multicultural setting</p> <p>Ability to work under pressure and be flexible when required</p>	able to communicate complex public health issues to partner agencies and the public	

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OTHER	Flexible working in accordance with the requirement of the service, which will include working evenings and weekends where applicable Ability to travel between various locations of work		Application and Interview
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