



Job Description

Sexual Health Officer

Special Terms:	37 hours per week. Fulltime - Permanent (Subject to funding)
Salary:	£23,318 + 10% pension
Accountable to:	Sexual Health Coordinator – Community Engagement
Accountable for:	Volunteers
Closing Date:	17/02/25
Interview Date:	25/02/25
Panel:	Aben Ripley, Craig Langton, Lauren Duffy

Role Summary

LGBT Foundation is an impactful, vibrant charity with a wide portfolio of well-established services and rapidly developing new initiatives aimed at meeting the needs of lesbian, gay, bisexual and trans people. We are looking for a Sexual Health Officer to join our Sexual Health Team in Greater Manchester.

The Sexual Health Services Officer will support the delivery of targeted sexual health services, specifically working towards key quality, performance and activity targets. You will work closely with the Sexual Health Coordinator – Community Engagement to produce and facilitate a variety of outreach activities throughout Greater Manchester.

This role will require you to create and strengthen connections with relevant groups, organisations and influential individuals across Greater Manchester. This will enable you to reach LGBTQ+ people with information and support in helpful and appropriate contexts. A strong

awareness of how intersectionality affects access to sexual health services and information is vital for this role.

You will deliver a range of targeted sexual health interventions (including workshops, brief interventions and one-to-one support) in a wide variety of settings across Greater Manchester with LGBTQ+ people. You will ensure that activity, performance and monitoring data is kept up to date on our central management system (CMS), producing reports as and when requested.

You will support with the recruitment, training, and shift-allocation for volunteers who will deliver our community engagement work. This will include getting to know the volunteers' individual skills and strengths, as well as keeping them updated with what the team are up to, and what's available.

In addition, you will help the team ensure that workshop content, resources and activities are representative of the diversity of the LGBTQ+ communities. This will include different sexual health needs and sexual experiences. Content from the Sexual Health Team aim to celebrate diversity whilst highlighting the needs of underrepresented communities in sexual health service provision.

We are taking positive action to encourage applications from people of colour (PoC) and other racially minoritised communities, trans, non-binary, and/or older people (aged 50+), to improve the representation of colleagues from these communities in our staff team.*

**Trans is an umbrella & inclusive term used to describe people whose gender identity differs in some way from that which they were assigned at birth; including non-binary people, cross-dressers, and those who partially or incompletely identify with their sex assigned at birth.*

Role Accountabilities

Oversight of the volunteering element of the Sexual Health Programme

- Support recruitment and training of volunteers who will deliver sexual health services
- Supervision and day-to-day line management of service delivery volunteers, including acting as an 'on call' shift lead during delivery times
- Working with the volunteer programme, Community Engagement Coordinator, and Sexual Health Programme Manager to ensure volunteer coverage across sexual health testing clinics, group spaces, and outreach events

Working towards programme targets for events and group spaces and assertive outreach

- In collaboration with the Community Engagement Coordinator, booking outreach events in community spaces across Greater Manchester
- Arranging volunteer cover for events and activities
- Ensuring records of activity are kept up to date on our CMS system for monitoring purposes
- Working with the Digital Delivery Coordinator to ensure booked events are promoted across social media channels and websites

Contribute to the wider Sexual Health Programme ambitions

- Assist with completion of quarterly monitoring reports
- Contribute to strategic meetings
- Trained to deliver a range of sexual health interventions including in person and remote sexual health testing, brief interventions, one to one assessment, and group support
- Responding to sexual health related queries via lgbt.foundation and sexualhealth@lgbt.foundation

General expectations of Delivery Directorate Staff

- Working in line with safeguarding policies and procedures.
- Making regular contact with safeguarding officers where new disclosures have been made, or risk has increased.
- Completion of safeguarding incident and issues forms following dealing with disclosures.
- Working holistically with other delivery directorate members to ensure support for service users is planned and effective.

LGBT Foundation Accountabilities

- Display a genuine commitment to equality of opportunity and an understanding of the issues faced by all LGBT communities. LGBT Foundation will challenge any discriminatory behaviour or language if it occurs.
- Further, LGBT Foundation has a commitment to using the insight gained through it's work to make the organisation more inclusive and representative of all LGBT communities.
- Completion of specific tasks allocated through work plans, project plans and the annual business plan of LGBT Foundation.
- Provision of monthly information (accurate data and informative commentary) within your areas of responsibility for performance management purposes.

- Compliance with LGBT Foundation's policies, procedures, management and monitoring systems.
- We are a learning and development organisation and will consistently provide and support opportunities for staff to exceed theirs and our expectations. In common with all staff, you have a responsibility for drawing attention to your own training needs as well as those of colleagues that you work with that LGBT Foundation will then aim to support you with.
- Any other duties in line with your skills and abilities, as directed by your line manager.
- All staff are expected to maintain a flexible approach to their roles and respond to the LGBT Foundation's changing needs. The responsibilities of this post may be changed subject to review, over a period of time. This will be done in consultation with the post holder.

Person Specification

We realise that we could miss out on incredible talent joining LGBT Foundation because someone might not see themselves in every single one of these criteria below. For example, research shows that women of colour are less likely to apply to a role if they don't meet all criteria.

Please don't be put off if you feel you don't tick all the boxes below. If you think you could be great for this job, but aren't entirely sure, please apply anyway.

Skills & Abilities

- Strong communication skills, in person and through written text
- Confidence with organising, planning and managing an independent workload as well working as part of a team
- Ability to line manage a team of volunteers
- Ability to deliver one-to-one and group interventions
- Ability to develop and deliver training

Experience

- Experience of providing support, for example in a pastoral support or line management role
- Experience of communicating confidently with a range of professional and community stakeholders
- Experience of delivering one-to-one and group-based discussions or learning

Knowledge & Understanding

- Knowledge of the experiences of LGBTQ+ communities and their needs
- Knowledge and understanding of sexual and reproductive health and wellbeing
- An understanding of the use and importance of confidentiality
- An understanding of and commitment to equality, diversity and inclusion

Other

Full driving licence and business insurance could be helpful due to the outreach nature of the role but not essential.

This role, in common with all staff at LGBT Foundation, will be expected to display a range of competencies specific to their grade and area of work. These will be measured during annual performance appraisals, and there will be an expectation that staff will be able to evidence the ways in which they have met these competencies over the course of the year.

Terms and Conditions

- (i) **Hours** - 37 per week- with an expectation of evening and weekend work.
- (ii) **Annual Leave** - 26 Days per year - rising to 31 days after 5 years' service (*pro rata where appropriate*) - plus bank holidays.
- (iii) **Probation Period** - Post subject to successfully completing a 6-month probationary period.
- (iv) **Hybrid Working** - As an organisation we follow a hybrid method of working. As a result, colleagues work from home and our centre in Manchester. Due to the nature of this role, there will be an expectation for at least a weekly presence within our Centre in Manchester. A commute would need to be self-funded so please bear this in mind if you don't live locally.

We understand that working for an LGBT organisation could impact on your identity, community, and/or culture. If you would like to discuss this or any aspect of the role further, please contact Craig Langton on 0345 3 30 30 30 or Craig.Langton@lgbt.foundation