



## Sexual Health Officer Job Description

Special Terms:	Sexual Health Officer (Liverpool) Part-time 0.5 FTE (17.5 hours per week) Fixed term until 31st August 2026 Hybrid working (ideally one day in our Liverpool office)
Salary:	£23,088 (pro rata) + 10% pension
Accountable to:	Sexual Health Coordinator
Accountable for:	Volunteers
Closing Date:	9am on 11/06/2025
Interview Date:	17/06/2025
Panel:	Craig Langton – Sexual Health Programme Manager Lauren Duffy – Sexual Health Lead Ella Gamaleldeen – Sexual Health Coordinator

### 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 for our Liverpool sexual health service.

The Sexual Health Officer will support with the delivery of targeted sexual health and wellbeing services, working towards key quality, performance and activity targets. You will help reduce stigma by increasing awareness of sexual and reproductive health and related issues including STIs and HIV, contraception, preventative tools, and sexual health screening. 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 Liverpool with intersectional LGBT people. This includes in-person attendance at a range of outreach events and distribution venues across the city on a regular basis. You will ensure that all activity, performance and monitoring data is kept up to date on our central management system (CMS), producing reports as and when requested. You will work with the Sexual Health Coordinator to deliver LGBT Foundation's Sexual Health community asset mapping strategy. This includes creating and strengthening connections with relevant groups, organisations and influential individuals across Liverpool who work with LGBT people who belong to other minority groups. You will lead on the recruitment, training and ongoing management of a flexible and diverse team of volunteers who will deliver sexual health interventions. As part of this role, you will be expected to travel within the region and occasionally to LGBT Foundation sites.

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**

Your responsibilities will include:

- Deliver a range of sexual health interventions including: sexual health testing; brief interventions; one to one assessments and group workshops.
- Act as LGBT Foundation's representative at outreach events and distribution venues across Liverpool
- Work to expand the reach and visibility of LGBT Foundation's Sexual Health Programme
- Support the recruitment, engagement, and supervision of volunteers within delivery
- Creating content to raise awareness of the needs of diverse LGBT communities
- Development of health promotion materials to promote key prevention messages In collaboration with other organisations, develop, initiate, and run local awareness campaigns as a means of raising awareness and reducing stigma.

Furthermore, you will contribute to the wider Sexual Health Programme ambitions by:

- Delivering HIV screening and STI screening services
- Assist with quarterly monitoring reports
- Contribute to strategic meetings

### 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**

- Ability to deliver services to members of the public with a variety of challenges and needs
- Strong communication and administration skills
- Ability to produce and promote clear and informative content

## **Experience**

- Experience in delivering health and wellbeing services and interventions, such as signposting and assessments
- Experience in content creation and development of resources
- Experience of volunteering work/coordinating activities with volunteers

## **Knowledge & Understanding**

- A working knowledge of sexual health, particularly in relation to the LGBT community
- A demonstrable understanding of how to coordinate activities and people effectively
- Knowledge of effective communication strategies for a range of audiences within the local and LGBT communities

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 – 17.5 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 can work from home and our office in Liverpool. Due to the nature of this role, there will be an expectation for a regular presence within our office in Liverpool to help engage with local organisations, businesses and our communities.

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 Lauren Duffy on 0345 3 30 30 30 or [lauren.duffy@lgbt.foundation](mailto:lauren.duffy@lgbt.foundation) .