**Job Description **

Job Title: Project Coordinator

Organisation: Hwupenyu Health & Wellbeing Project SCIO

Reporting to: Board of Trustees

Salary: £31995.54 Pro-rata

Hours of Work: 14 hours per week initially with a potentially to raise to 28 hours within 6 months (evenings and weekends may be required)

Status: Job share with current Coordinator:

Location: Covering Glasgow & Greater Glasgow Area

**Purpose of the Position**

Hwupenyu Health & Wellbeing Project has developed comprehensive and cohesive provision for the delivery of HIV prevention and support services for Black Minority Ethnic communities living in Glasgow & Greater Glasgow. The project delivers services and activities will that place an emphasis on access, prevention, treatment, and therapeutic services in a culturally sensitive manner.

We currently have a vacant position for a Health & Wellbeing Coordinator; the successful candidate will be responsible for the overall coordination and management of Hwupenyu’s services and activities.  The Project Coordinator will also be asked to further establish and manage the referral pathway to Hwupenyu’s services, predominantly from NHS services. As part of their role the Project Coordinator will also be the lead facilitator delivering our ‘Health Improvement Workshops’, either in a Group work setting or on a 1 -1 basis.

*The post will be subject to a genuine occupational requirement and is open to individuals living with HIV/AIDS, from Black African or Afro Caribbean communities (\*Exempt under the Equality Act 2010 Schedule 9, disability and race).*

 **Key Responsibilities & Duties include:**

* Oversee and manage all services and activities provided by Hwupenyu; Advice & Information, Outreach, Complimentary Therapies & Health Improvement Training
* Periodically evaluate and monitor Hwupenyu’s strategy to gauge effectiveness and to identify any gaps in service.
* Line manage members of staff and volunteers
* Record all work carried out and maintain Hwupenyu’s database
* Deliver various ‘Health Improvement Workshops’ to either groups or where appropriate on a 1-1 basis; the content of each workshop has been developed specifically to educate Hwupenyu’s service users on important issues that can improve their health & wellbeing, e.g. ‘What is HIV and how it affects the Body’, ‘The importance of adherence to medication’ etc.
* Liaise with a wide variety of Health Professionals, agencies and members of staff both internal and external to the group.
* Be in a position to work on budget and produce final accounts for the organisation

**Job Title: Project Coordinator**

 **Person Specification**

Due to the projects, aims and objectives only BAME individuals living with HIV are eligible to apply. Experience of working with communities who are most ‘at risk’ of poor sexual health is essential, as is a good understanding of HIV, STI’s and Sexual Health. The ideal candidate will have highly developed interpersonal skills, excellent communication skills and a proactive attitude. A PVG or Disclosure certificate will be required for this role.

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| Criteria | Essential | Desirable |
| --- | --- | --- |
| Qualifications | * High level training in Finance/ Accounting and be able to produce final accounts for organisation
 | * Understanding of Accounting procedures
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| Attainments/competencies (list as required) | * Excellent communication skills both written and verbal.
* Commitment to the Understanding of Equal Opportunities on both workplace & service delivery
* Listening Skills
* Proactive attitude
* PVG or Disclosure Certificate.
* Problem solving and using own initiative
* Good time management
* Decision making
* Confidentiality
* Team work
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| Previous experience required. | * Experience of working on own initiative and as part of wider team
* Good IT Skills and knowledge of Microsoft office products and Sage
* Experience of Facilitating Workshops
* Excellent understanding of HIV issues and the needs of BAME living with HIV in following areas, HIV and Treatment; HIV and Mental Health;
* Strong background in finance
* Ability to write funding applications
 | * Experience of working with a community development project.
* Experience of providing one-to-one support service and delivering group work sessions
* Willingness to learn about HIV/Hepatitis medication.
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| Special aptitudes (e.g. oral or written skills, manual dexterity, etc.) | * Enthusiasm
* Attention to detail
* Accuracy
* Confidence
* Willingness to learn
* Reliable
* Commitment to the involvement and empowerment of people living with HIV and other health related conditions such as diabetes, mental health.
* Ability to produce reports to funders
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| Physical abilities, circumstances, but only if a justifiable requirement for the job | * Problem solving and ability to research client needs.
* Emotionally resilient
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