

# VACANCY: Programmes Lead



Dear Applicant,

Thank you for your interest in the post of **Programmes Lead** at HIV Scotland. This is an exciting new role, that reflects the ongoing expansion of HIV Scotland. In this pack you'll find the following documents enclosed:

- Job advertisement
- Job description
- Person description
- About HIV Scotland

You can apply by sending a Covering Letter which explains how your experience meets the requirements outlined in the job description, alongside a CV which details two referees.

**Key dates:**

- Monday 8<sup>th</sup> June, 12 noon – Applications must be received.
- Saturday 13<sup>th</sup> June – Interviews

If you would like further information about the role, please contact me by email on [nathan@hiv.scot](mailto:nathan@hiv.scot). If you require the materials in alternative formats, please contact [info@hiv.scot](mailto:info@hiv.scot) or calling 0131 558 3713.

Yours sincerely,

A handwritten signature in black ink that reads 'N. Sparling'.

**Nathan Sparling**  
**Chief Executive**  
**HIV Scotland**



# Job Advertisement



## Programmes Lead

**Salary:** £20,000 - £25,000 depending on experience

**Terms:** We will consider any terms in relation to part-time, full-time or job-share. Please outline your preferred terms in your covering letter.

**Closing date:** Monday 8<sup>th</sup> June, 12 noon.

**Interviews:** Saturday 13<sup>th</sup> June.

## Job summary:

HIV Scotland is excited to advertise this new role to help lead a new programmes strand of our work. In the main, these programmes have been started in response to COVID-19, but we hope they will become a permanent part of our work supporting people living with and affected by HIV. It is an exciting and unique opportunity to lead on programmes such as HIV Self Test Scotland, Life Coaching and a whole suite of new initiatives focused at improving wellbeing and reducing social isolation among people that we service. We want to make a real and lasting difference to the lives of people living with and affected by HIV.

You will work closely with the rest of our small team – feeding in to fundraising, policy, research, events, community engagement, volunteering and communications to help grow our programmes, shout about our success and share learning and best practice. You will be a good team player with a flexible approach and excellent communication and interpersonal skills.

## Conditions

We are offering extremely flexible conditions for this role – you will be working from home for the foreseeable future and you can choose the hours that suit you. We can offer full-time, part-time or job-share opportunities for this role. You will receive 25-day annual leave entitlement, with up to 10 public holidays (depending on when they fall). Our workplace focuses on performance, not hours at the desk – making HIV Scotland a truly flexible work environment. We offer a full employment benefit programme, which can include discounted gym and spa membership at our partner – the Kimpton Charlotte Square Hotel. HIV Scotland also offers an Employer Pension Scheme with 6% employer contributions.

## Accessibility

HIV Scotland is an equal opportunity employer. Access to the office is only via a staircase. We apologise for this barrier but if it does causes any concerns please don't hesitate to contact us to discuss options.

**Additional details:** HIV Scotland is a Scottish Charity No. SCO 33951, and Registered Company No. 242242.

## Job description



<b>Purpose:</b>	To ensure everyone living with and affected by HIV can live a good quality of life with access to excellent, innovative prevention, support and wellbeing services.
<b>Manager:</b>	Chief Executive
<b>People management:</b>	Supports and supervises volunteers and interns.
<b>Finance:</b>	Maintains designated project budgets, provides reports as per funding requirements.

### Principle accountabilities

1. Manage the HIV Self Test Scotland service, in partnership with Waverley Care.
2. Manage our wellbeing & support services for people living with HIV, including our Life Coaching programme.
3. Develop innovative communications plans for our programmes, in partnership with our Events & Communications Lead.
4. Establish and maintain relationships with our partners across the HIV sector, and beyond, to promote our programmes and reach new audiences.
5. Develop innovative and creative new programmes with our team.
6. Work with the Fundraising Lead and Chief Executive to report to our funders, beneficiaries and the public about our programmes.

HIV Scotland is a small charity and so you will also be expected to undertake other tasks as reasonably requested.



# Person description

Competencies required for the role



## General competencies for all staff:

- Uphold HIV Scotland's vision and values.
- Manage and prioritise workload and ensure deadlines are met.
- Maintain positive and constructive working relationships with all members of the staff team and ensure that all staff are kept up to date with relevant issues and developments.
- Undertake relevant professional development activities and training as agreed with line manager.
- Maintain confidentiality, as appropriate, with sensitive or privileged information, including day-to-day observance of data protection guidelines.
- Adhere to all internal and external policies and procedures and contribute to their on-going development as required.
- If required, work outside normal working hours for which time off in lieu (TOIL) will be given.
- Have regard for your own personal health and safety and for that of those around you.

## Essential minimum skills and knowledge:

- Knowledge of the principles of community engagement.
- Understanding of the multiple and intersecting communities impacted by HIV in Scotland.
- Experience and knowledge of the issues facing people living with HIV in Scotland.
- Ability to work flexibly and creatively in motivating people.
- Confident and persuasive communicator, with ability to liaise effectively with a range of stakeholders.
- Ability to resolve conflict effectively when needed.
- Project management skills and ability to manage a project budget.
- Excellent organisational and administrative skills.
- Good written skills.
- Coordinating and running events.
- Ability to work under pressure and meet deadlines.
- Good interpersonal skills and ability to build effective working relationships.
- Ability to use IT tools including Microsoft Office, SharePoint, and online applications such as survey monkey.



## About HIV Scotland



HIV Scotland is the HIV Charity for Scotland. We're known for our detailed policy work and successful advocacy for people living with and at risk of HIV. This is an exciting stage for us as we are managing an expansion to provide innovative and creative support & wellbeing services for people living with HIV, alongside a new testing service in partnership with Waverley Care.

We want Scotland to be a country where everyone has equal opportunities to healthy choices and relationships, and that achieves zero new HIV transmissions by 2030.

Our mission is to forge a positive path to overcome sexual and drug related barriers to healthy lives in Scotland for people living with HIV, PrEP users and people at risk of HIV.

HIV Scotland provides:

- Knowledge and expertise to help inform and deliver strong policies and effective strategies.
- Expert advice and a voice for HIV in Scotland
- Innovative and creative r
- Information, training and resources
- Signposting to evidence, expertise and community experience
- Opportunities to engage with others in shaping policy and practice

We maintain meaningful engagement with people living with HIV and demonstrate how their involvement makes a difference.

Visit [www.hiv.scot](http://www.hiv.scot) for more information.

