



# TERRENCE HIGGINS TRUST

## JOB DESCRIPTION

<b>Job Title</b>	Living Well Specialist (Skills Development)
<b>Reports to</b>	Head of Scotland Services
<b>Salary grade</b>	C
<b>Hours of work per week</b>	35
<b>Geographic remit</b>	Scotland
<b>Where role can be based</b>	Glasgow

**Job purpose:** To deliver living well services to people living with or affected by Hepatitis C and/or HIV in Scotland. The service, Peer Support Scotland, is people-led, strengths-based and connected to local partners across the country to guarantee the best outcome for service users. The main focus of this role is the design and delivery of a structured skills development component to the service that enables service users to access training opportunities and a variety of development activities and workshops.

### Main duties of the role:

- Lead the co-ordination of the skills development component of the service across the living well staff team, liaising with colleagues across THT, as required.
- Undertake assessment of the need and aspirations of beneficiaries, providing support and suggesting opportunities that will enable individuals to broaden their skills base and ambitions.
- Contribute where appropriate to the recruitment, training and supervision of a team of Positive Advocates; volunteers with lived experience of BBVs who will deliver first-line support and advice to beneficiaries across a range of activities
- Work with individuals to agree outcomes of their skills development journey, evaluate progress and provide regular constructive feedback.
- Identify individuals who are ready to participate in the skills development component of the service and help determine appropriate access to volunteering, training and external opportunities to acquire skills and experience.

- Oversee the design and delivery of the bespoke workshop activities programme, responding to peer feedback and adjusting the offering as appropriate.
- Support service users to progress towards personal resilience and independence.
- With the rest of the team, set up, agree and maintain pathways to refer beneficiaries to other support agencies when necessary and appropriate, e.g. housing, benefits advice, alcohol/drugs, dietetics, asylum and immigration matters.
- Set up and carry out regular monitoring of key deliverables and outcomes for the skills development programme, including the Scotland wide digital offering.

## PERSON SPECIFICATION

Experience/Skills		Essential/ desirable	Assessment method
1	Experience of recruiting and managing volunteers	D	A
2	Ability to undertake client assessments and care-planning successfully	E	A
3	Project management experience	E	I
4	Experience of working with colleagues in different locations to deliver a co-ordinated service	E	I
5	Ability to set up and manage robust monitoring of project targets and deliverables	E	A
6	Experience of providing general and specialist advice and information to the public (in a paid or voluntary capacity)	E	A
7	Experience working with a range of clients, across a variety of communities and using multiple methods of communication	E	A
8	Excellent interpersonal skills, including good listening and the ability to influence those around you with enthusiasm and a positive, outgoing attitude	E	I
9	Experience of working on own initiative and as part of a team	E	I
10	Sound report writing skills, including an ability to produce reports efficiently in order to meet deadlines	E	A, I
11	An understanding of Hepatitis C and HIV in relation to treatment and support.	E	A, I
12	A working knowledge and understanding of child and adult protection issues, practices and procedures in Scotland	E	A, I
13	Commitment to and understanding of equal opportunities both in the workplace and in delivering services	E	I

Criteria assessment methods: Application = A; Interview = I; Test = T