

## Job Description and Person Specification

<b>Job title:</b>	Education & Training Lead
<b>Hours of work:</b>	30 hours / 4 days
<b>Duration:</b>	Fixed term, 12 months
<b>Salary:</b>	£31,504.70 pro-rata
<b>Holidays:</b>	36 days (including public holidays) pro rata
<b>Location:</b>	Hybrid working from home/office (Inverness). Will include work in Highland and Argyll & Bute.
<b>Reports to:</b>	Senior Manager – Prevention & Inclusion Services
<b>Closing Date:</b>	5pm, Monday 6 February

## About Waverley Care

**Scotland is on track to be one of the first countries in the world to achieve zero HIV transmissions, and Waverley Care will play an essential role in getting us there.**

A positive HIV diagnosis still has the power to knock people off their feet and impact every part of their lives. People living with HIV still carry the burden of decades of discrimination and misinformation about HIV. HIV is treatable, but the stigma and shame surrounding HIV holds people back and makes it different to other life-long conditions. Stigma and the fear of an HIV diagnosis still prevents many people at risk getting a test and knowing their status.

Our vision is for a Scotland where no one faces HIV alone, we will achieve this by fighting stigma and empowering people living with HIV to live full and healthy lives.

Waverley Care is Scotland's leading HIV and hepatitis C charity, and everything we do is guided by the experiences of the people we work with – this ranges from shaping the services we deliver through to how we influence national policy around sexual health and blood borne viruses.

We are at an exciting point in our history as we strive to reach the goal of zero transmissions by 2030. We are in the first year of an ambitious new strategic plan, and we are investing in digital transformation, communications and policy, and we have aims to significantly increase our fundraising to invest in strengthening our support and prevention work across Scotland.

There is much work to be done, but as an organisation we are driven to create lasting change for everyone in Scotland living with, or at risk of HIV or hepatitis C.

You can find out more about the work we do at our websites:

- [www.waverleycare.org](http://www.waverleycare.org)
- [www.s-x.scot](http://www.s-x.scot)
- [www.wavehighland.com](http://www.wavehighland.com)

## About the post

In 2017, Waverley Care established our Wave service, providing sexual health and relationship information and education to under 25 across Highland. This includes a range of topics, from accessing condoms and STI testing, how to look after your body and sex, to online safety and child sexual exploitation. Wave delivers education programmes to small and large groups of young people in settings such as schools, youth groups and residential units, as well as providing online information via our website [www.wavehighland.com](http://www.wavehighland.com). Waverley Care also offers a range of education and training programmes for professionals and partner organisations.

This role will provide day-to-day management of our Wave service for young people as well as oversight of our professional training services across Highland and Argyll & Bute. This includes both face to face and digital service delivery in both geographical areas. The post holder will also work with colleagues to support facilitation of national training via digital platforms. The post holder will provide oversight of capacity across the team and manage staff involved in education and training services in Highland and Argyll & Bute, as well as delivering education and training themselves.

## About the person

You'll be enthusiastic, reliable and adaptable. You are used to working with multiple partners at any one time, with strong attention to detail and great organisational skills. You'll be keen to work as part of a busy and dedicated team. You will have great communication skills and enjoy building relationships with young people, partners, funders and colleagues both locally and across Scotland.

You will have experience of managing and supporting staff, as well as having an interest in helping evaluate and develop services as required.

Ability to travel across Highland and Argyll & Bute is required.

## Responsibilities and duties

### Key responsibilities

#### Management of education programmes

- Managing delivery of tailored education programmes for under 25s in school settings across Highland and Argyll & Bute that will enhance self-esteem and reduce risk-taking behaviours.
- Managing delivery of professional training packages to a wide range of external organisations, such as local authority staff, drugs and alcohol professionals and youth workers.
- Responsibility for maintaining current and accurate information given in education and training programmes.
- Working with the rest of the team to ensure young people are involved in the design and review of programme delivery.

### Project and people management

- Managing staff and volunteers involved in education and training delivery.
- Ensuring all activities are delivered in accordance with Waverley Care policy and both local, national and statutory health promotion guidelines.
- Delivering effective monitoring and evaluation of services to ensure contractual obligations are met.
- Working effectively with a range of partners in the local area including health colleagues and others in voluntary and statutory sector services.

### Other duties

- To participate in a system of support and supervision, and to adhere to all Waverley Care policies and practice guidelines.
- To keep up to date with organisational developments to improve practice.
- To take advantage of learning and development opportunities as they present.
- To work flexibly, including early mornings, evenings and weekends as required.
- Undertake any other duties, which may be reasonably required.

### **Person Specification – Education & Training Lead**

<b>Skills and Experience</b>	<b>Essential</b>	<b>Desirable</b>
Demonstrable experience of working with vulnerable groups, including young people, LGBTQ+ communities and those living with health inequalities	X	
Experience of delivering education and training around health promotion messages, including in person and digital delivery	X	
Experience of working with sensitive and confidential information	X	
Experience of managing/supervising staff and/or volunteers	X	
Knowledge and understanding of the importance of monitoring and evaluation	X	
Ability to communicate effectively with a range of audiences, including large groups Ability to work in partnership with a range of stakeholders	X	
Current clean driving licence and capacity for travel across Highland and Argyll & Bute	X	
Up-to-date child protection / supporting vulnerable adults training		X
<b>Values &amp; Behaviours</b>	<b>Essential</b>	<b>Desirable</b>
Able to take a pro-active, creative and solution focused approach	X	
A team player with the ability to develop good working relationships with staff, service users and partners	X	
Self-aware, courteous and respectful of service users and colleagues	X	
Able to take a high level of personal responsibility, with strong problem-solving skills	X	