

**Practical help for people living with HIV and Hepatitis C**

**Trustees and Staff Information and Recruitment Pack**

**2023**

**About Positive Help**

**34 years on, still going strong….**

Positive Help was developed in 1989 during the HIV pandemic and its impact in Edinburgh and the Lothians. In 2013, we expanded our remit to meet the needs of people living with HCV. We are a registered charity.

We aim to promote health and wellbeing, personal independence, social integration, and positive lifestyles as a means to enhancing quality of life for our service users.

Over the last 34 years, supported by trained and supervised volunteers, we have delivered a range of needs-led support services across Edinburgh and the Lothians. Our suite of services currently includes: Supportive Transport, Home Support, Children’s Befriending, and Study Buddies. With advancements in HIV and HCV treatments and the transformation of these diseases from terminal illnesses to chronic conditions, the type of support required is changing and our services evolve and adapt to the changing needs of the children, adults and families we support.

**Our vision**

Children, adults and their families affected by HIV and Hepatitis C (HCV) should be able to live fulfilling lives, free of discrimination, and with the hope of a better future.

**Our mission**

We work to turn our vision into reality by providing practical assistance so that individuals and families whose lives are affected by these chronic conditions can live as independently as possible with dignity and respect in their community.

**Our Values**

 ***Integrity And Ethics***

* We do the right thing and treat everyone- staff, volunteers, service users and stakeholders - in an honest, fair, and responsible way.
* Building strong, trusting relationships goes a long way and is beneficial for everyone.

***Respect***

* Committed staff, volunteers and Trustees form the backbone of our organisation. We have a responsibility towards each other.
* Ensuring a safe and healthy workplace and working practices is an important part of respecting each other. Working together across the organisation helps boost everyone’s confidence and makes them feel like an important part of the organisation.
* We all work together in order to achieve our agreed objectives and outcomes. Encouraging mutual respect means respecting each other’s individual human rights and privacy, and eliminating all kinds of discrimination, whether based on religion, belief, race, ethnicity, nationality, gender, or physical disability.

***Innovation***

* We focus on introducing new ideas in the workplace and better ways of delivering the services our service users need, following the principle of innovation, *not* imitation.
* We encourage staff and trustees to be dynamic and come up with innovative ideas that can translate into successful initiatives andachieving better value for Positive Help**.**

***Drive***

* We strive to improve our services and our people.
* We provide opportunities for staff to explore their creativity and skills and further enhance themselves.

**Our Structure, Governance and Management**

**Organisational structure**

Positive Help is a charitable Company limited by guarantee. It was incorporated on 1 October 1989 under a Memorandum of Association, which set out its objectives and powers. It is governed under its Articles of Association.

**The Board of Trustees** (who are also Directors of the charity) is responsible for the governance of Positive Help. It sets the strategic aims and priorities for the organisation. It meets bi-monthly to review the operation and monitor the performance of the organisation.

**A team of six staff,** led by a Chief Executive Officer who is accountable to the Board, and a cohort of around 70 volunteers, deliver the range of services that we offer.

**Recruitment and appointment of Staff and Trustees**

Positive Help recruits and retains a Board of Trustees and staff from diverse backgrounds with a range of skills and expertise relevant to its ethos and objectives. The recruitment process is conducted in line with the Office of the Scottish Charity Regulator’s (OSCR) and HR guidelines / accepted good practice. The appointment of a new Trustee is ratified at the first AGM following their appointment. The appointment of staff is approved by the Board.

**Wider network**

We work in partnership with appropriate statutory and non-statutory agencies in the interest of service users. The organisation keeps abreast of changes and developments at a local, national or international level that might influence its work, especially in relation to HIV, substance misuse and Hepatitis C.

**Risk management**

Trustees aim to be aware of relevant risks that might affect the organisation and, with the support of staff, to implement appropriate risk control measures. Risk identification, analysis, and control activities are delegated to the Chief Executive and implemented in line with our Risk Management Policy. Staff and Volunteers also play an important part in this process. The Board of Trustees retains overall responsibility for the risk management of the organisation.

**Training Details**

All staff and trustees are offered induction and training to enable them to understand the work of the charity, its services, and the roles of staff and volunteers. Trustees can also attend the volunteers training to gain a better understanding of working with people living with HIV and Hepatitis C. All staff and volunteers are subject to a PVG check.

**The Role Profile of a Trustee**

We appoint staff and trustees on the basis of their skills, experience.

We expect all staff and trustees, individually and as part of the collective team, to contribute to the development of the organisation, and to:

* Think strategically – including participating in developing relevant strategic plans
* Play an active part in helping to achieve key performance measures, high standards of practice and make efficient use of our resources
* Ensure appropriate policies are in place, and kept up to date
* Ensure the organisation is viable through the approval of a robust business and budget
* Ensure that risks are properly assessed, appropriately monitored and managed
* Ensure that we have procedures in place to maintain compliance with the relevant legal and regulatory frameworks, such as health and safety
* Build and sustain constructive, mutually advantageous relationships within the organisation.

**Individual Responsibilities**

In order to effectively discharge your role, we expect you to:

* Prepare for, attend and actively participate positively in meetings
* Provide appropriate, focussed challenge and scrutiny during meetings
* Contribute to strategy / policy development processes where appropriate
* Put the interest of the organization and service users first in decision making
* Develop and maintain your knowledge of the relevant issues and the HIV, substance misuse and mental health sectors
* Participate in continuous professional development
* Positively represent the organization
* Understand the organization’s policies and protocols, and act in accordance with them
* Help Positive Help to be a learning and continuously developing organization for the benefit of our service users.

**Conduct**

In carrying out your role as a member of Positive Help, there are standards of behaviour that everyone is expected to exhibit. In particular, to:

* Be open, honest and constructive
* Treat all contributions from colleagues with respect
* Focus your contributions on relevant matters
* Remember our core values
* Act ethically and comply with our governance policies
* Respect confidentiality of personal information
* Share collective responsibility for decisions, strategies and policies
* Listen carefully to all ideas and be tolerant of alternative points of view
* Be courteous to other members and staff
* Maximise the scope and variety of viewpoints heard
* Question assumptions and established views.

This information pack is under currently review and will be updated in September 2024.

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