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# Job Description

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| **Job Title** | Young People’s Sexual Health Coordinator (Merton) |
| **Employment Status** | Full Time (36 hours p/w). |
| **Salary** | £30,555 plus pension contribution |
| **Line Manager**  **Supervisory responsibility** | Operations Manager, Spectra  The post will line manage Spectra’s LGBTQ+ Youth Worker |

### Job Summary and Purpose

Spectra’s Young People’s Sexual Health Coordinator will promote, co-ordinate and deliver sexual health and well-being outreach and support for young people in Merton. The postholder will improve sexual health screening and referrals and provide sexual health and relationships support to young people and training to professionals.

The postholder will be represent Spectra at several levels, being the lead liaison between Spectra, clinical sexual health services, schools and colleges and a range of agencies and professionals working with young people in Merton, as well as with a range of young people and their carers.

### Main purpose of the job

1. Manage the sexual health, contraception and relationships support service; ensuring offers of screening, advice, information and referrals to young people in Merton
2. Build and maintain professional relationships with local providers and agencies to ensure effective pathways, referrals and information sharing.
3. Liaise with and make appropriate referrals to partner organisations such as; contraceptive and sexual health clinic services, mental health, drug and alcohol services, online services etc
4. Manage and maintain a close working relationship with schools, colleges, universities, youth clubs, LAC, YOT and probation services to ensure vulnerable young people’s needs are identified and addressed.
5. Represent Spectra as the primary liaison to other services and professionals in Merton to support the broader sexual health and well-being of young people
6. Line manage Spectra’s LGBTQ+ Youth Worker, ensuring the postholder is supported in keeping to the objectives and work plan as agreed and to have oversight for consistent, high quality delivery.
7. Engage in community development activity to ensure young people’s sexual health needs are met locally.
8. Ensure partnerships with local stakeholders are effective and robust. Link with local networks and fora.
9. Manage access to condoms for young people who engage with Spectra, including via Merton Condom Scheme where appropriate.
10. Provide tailored, educated, and informed 1:1 sexual health support to young people, using behaviour change tools such as Motivational Interviewing
11. Lead on informed consent and issues of how this relates to young people. Adhere to the Fraser Guidelines when working with Under 16s
12. Undertake monitoring and evaluation of all activities and projects in order to produce a record of work undertaken including outputs, and where appropriate outcomes of such work.

**Skills and Qualities**

You will offer information and support to young people regarding their broad sexual health, contraception, drug use and well-being. You must be able to communicate confidently with a broad range of young people, with diverse backgrounds and ages, and be able to connect quickly and in a non-judgemental way with many different young people.

You will be confident in providing one to one information to young people as well as confident in advocating for them with other professionals.

You will be clear and respectful of the duty and boundaries of confidentiality, data protection and consent at all times

You will deliver training to young people and professionals alike with adapted, tailored communication styles to meet each groups’ needs.

You will manage and supervise Spectra’s LGBTQ Youth Worker, ensuring they follow the work plan and are supported in their work as appropriate.

**Able unequivocally to respect, support, promote and work within LGBTQ+ and other diverse communities.**

### Other Duties

* To adhere to Spectra policies and procedure at all times.
* To ensure sensitive and confidential recording of information in accordance with the Data Protection Act and Spectra’s Information Governance Policies
* Attend monthly formal as well as informal supervision, as requested, with the Operations Manager
* Contribute positively to the life of Spectra
* Engage in any other activities as relevant and requested by management.

##### Spectra standards

**Equal Opportunities**

Spectra has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote its policy in their own work.

**Health and Safety**

Spectra is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

**Confidentiality and Data Protection**

Spectra is committed to maintaining protection of data and privacy of staff and clients. It expects all staff to handle individuals’ personal information in a sensitive and professional manner. All staff are under an obligation not to gain accesses to information they are not authorised to have.

**Systems**

To use Spectra computers and other technology as directed to ensure their full and proper use and to undertake any necessary training.

##### Signature –job holder

Signed:*…………………………………………………………………………* Dated:…………………………………………

The duties of this post will change over time and be reviewed and amended as necessary.

# Young People’s Sexual Health Coordinator (Merton) Person Specification

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| Qualifications & Experience | Knowledge, Skills & Abilities |
| Experience of working with diverse Young People, especially those most vulnerable to adverse health outcomes, including LGBTQI+, those experiencing racism, those excluded from school. |  |
| Experience of providing sexual health and relationship support, advice, and service information to young people |  |
| Sound knowledge of HIV, STIs, contraception and sexual health |  |
| Experience of managing relationships with a broad range of service providers and professionals |  |
| Experience of delivering one to one health interventions |  |
| Experience of designing and/or delivering Relationship and Sex Education | Able unequivocally to respect, support, promote and work within LGBTQ+ and other diverse communities. |
|  | Ability and willingness to screen young people for STIs and HIV (training provided) |
|  | Knowledge of child protection and safeguarding processes |
|  | Knowledge of the issues that affect the sexual health, wellbeing and relationships of Young People |
|  | Knowledge of the issues that affect healthy choices |
|  | Ability to clearly and openly communicate information about HIV, STIs, contraception & broader sexual health eg consent, drugs and alcohol |
|  | Ability to implement Fraser Guidelines and Informed Consent rules |
|  | Effective planning, Admin and IT skills including using Word, Access and Excel |
|  | Ability and willingness to work as part of a team, as well as to act on own initiative |
|  | Ability to record information reliably using good information governance |
|  | Ability and willingness to work flexibly, including at evenings and weekends |
|  | Commitment and proactive approach to equality issues. |