

## Job Description and Person Specification

Job Title:	Development Manager - Minority Ethnic Health
Salary:	£33,371,52, 12 months fixed term contract with the possibility of extension
Hours of work:	Full time (37.5 hours per week)
Holidays:	36 days, including public holidays
Location:	Hybrid Working (WFH and/or office-based in Edinburgh, Glasgow or Inverness)
Reports to:	Senior Manager – North and National Services
Closing Date:	9am, Monday 16th May 2022

### About Waverley Care

At Waverley Care, we take a positive approach to HIV, Hepatitis C and Sexual Health. We work closely with communities, starting conversations about these issues, encouraging people to access testing and empowering them to make choices that improve their health and wellbeing.

We're also here for people living with HIV or hepatitis C, working with them to understand their needs and offering practical support that helps them to live well.

Everything we do is guided by the experiences of the people we work with. By sharing these experiences, along with information people can trust, we want to challenge the stigma associated with HIV, hepatitis C and sexual health, and address the broader inequalities that our communities face.

### About the post

This is a critically important new role within one of Scotland's best-known charities at a crucial time in our history as we work towards hepatitis C elimination and zero HIV transmissions.

In this role, you will lead on our work with Minority Ethnic communities, extending our work to reach new communities with messages around sexual health and HIV prevention, treatment and care in Scotland, while also developing our existing work in new and innovative ways. You will demonstrate that there are no 'hard to reach' communities and take the lead on how to best reach different communities to help Scotland get to zero HIV transmissions.

You will shape the charity's work with BAME communities for all stakeholders including service users, professional partners (including the NHS and Scottish Government) and media. You will work closely with wider Waverley Care staff to make sure that all communities are represented and have a voice in service delivery and development.

You will work closely with the Chief Executive, Senior Management Team, and Management Team to ensure the charity is at the forefront of working with Minority Ethnic communities around sexual health and HIV, and will represent Waverley Care on these issues at high level meetings, conferences and public events.

### **About the person**

We're looking for a highly dynamic and motivated person who can bring the following attributes to the role:

- Experienced and confident across all aspects of community outreach, including research and/or engagement
- Ability to lead on the development of our work, both existing projects and new projects, in innovative ways and using your own initiative
- Confidence to represent the charity in a range of different meetings, including national meetings, government meetings and at conferences
- Develop strong working relationships across a range of operational teams and stakeholders who work with us to deliver services
- An interest in our work and the life changing impact it has

Given the nature of this role, it is a genuine occupational requirement that candidates for this post should identify as being from a Minority Ethnic community.

### **Responsibilities and duties**

The post holder will:

- Map and engage with organisations working with Black, Asian and Minority Ethnic (BAME) communities in Scotland to ascertain their knowledge and stigma levels relating to HIV
- Work with communities to co-produce materials related to HIV prevention and stigma which are then disseminated, fed back upon, and redrafted for different BAME communities/intersectional communities as the need arises within the year the project runs for
- Work with people from within these communities who need further support to access HIV testing and/or treatment and care
- Evaluate and develop our existing projects which work with communities across Glasgow, Lanarkshire, Lothian and Forth Valley, working with staff and managers to make sure this work remains innovative and effective

## **Key responsibilities**

### **Leadership/management**

- Lead on issues related to Minority Ethnic communities both within Waverley Care and externally, ensuring that the voice of service users is heard in consultations, reports to government committees, strategy meetings, externally produced awareness raising materials, etc
- To be a fully participating member of the Management Team ensuring consistent approaches to service delivery across the organisation
- To contribute to Waverley Care's strategic planning, identify opportunities to develop services and to work with the Head of Corporate Services to identify opportunities and funding
- To communicate to a range of stakeholders about Waverley Care's work and the needs of people affected by blood borne viruses
- To adhere to all the charity's policies, procedures and working practices

### **Evaluation/learning**

- Evaluate Waverley Care's current work and share learning and achievements and/or make recommendations for change, both internally and externally
- Consult with other Waverley Care staff, external stakeholders (including the NHS and other third sector organisations) we already have a relationship with, and volunteers/service users who are from minority groups
- Follow up on the findings of Waverley Care's research to make sure the findings are learnt from
- Conduct a mapping and consultation exercise with BAME-led and related organisations, leading to consultations with people from minority ethnic backgrounds, about their HIV and sexual health needs
- Conduct further mapping/consultation exercises specifically with intersectional BAME community representatives, for example by speaking to LGBTI+ people from BAME backgrounds or asylum seekers/refugees, to take into account the intersectional HIV/sexual health needs of these communities

### **Communications**

- Work with community representatives to co-produce materials specifically with Scottish BAME communities in mind to better inform them about HIV prevention, testing, treatment, care and new developments (such as U=U and PrEP)
- Deliver high quality and engaging reports/presentations to ensure maximum awareness and understanding of our work
- Present at conferences/events related to BAME health, HIV, hepatitis and sexual health

## Person Specification

<b>Skills and Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience of working in community outreach/research with BAME communities	X	
Experience of management of projects and/or staff/volunteers	X	
Demonstrable ability to take the lead on new areas of work	X	
Commitment to continuous professional development	X	
Excellent written and verbal communication skills for a range of audiences	X	
Demonstrable skills related to producing communications materials, including digital health communications	X	
Skilled in developing professional credibility and collaborative relationships with senior colleagues, operational staff, partner agencies (such as the NHS or Scottish Government), funders, etc	X	
Ability to measure the impact of activity and produce regular reports	X	
Ability to work at pace and deliver to tight deadlines	X	
<b>Values and Behaviours</b>		
Able to take a pro-active, creative, and solution-focused approach	X	
Ability to inspire and motivate staff and facilitate the telling of inspiring stories about the charity's work	X	
Self-aware, courteous, and respectful of service users and colleagues	X	
Resilient and able to take a high level of personal responsibility and making decisions independently and appropriately	X	