



## Job Description and Person Specification

<b>Job Title:</b>	Health Improvement Manager (Minority Ethnic Health)
<b>Hours of work:</b>	Part time – 22.5 hours a week
<b>Contract:</b>	Permanent
<b>Salary:</b>	£35,867, pro-rata for part time
<b>Holidays:</b>	37 days including public holidays, pro-rata for part time
<b>Location:</b>	Hybrid - working from home and Glasgow office
<b>Reports to:</b>	Senior Health Improvement Manager

**Staff benefits include:** Flexible working policy - enhanced sick pay - enhanced maternity benefit - death in service benefits - employer pension - Cycle to Work Scheme - recognition agreement with UNISON - opportunities for continuous learning and development

## 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 is playing an essential role in getting everyone there.**

A positive HIV diagnosis can still feel overwhelming and scary, and HIV stigma can hugely affect a person's life. 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 HIV transmissions by 2030. We are in the first year of an ambitious new strategic plan, and we aim to significantly increase our fundraising to invest in strengthening our support and prevention work across Scotland.

We want to lead the way in advocacy, support and advice, and shine a spotlight on the needs of the most marginalised. 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 [www.waverleycare.org](http://www.waverleycare.org)

## About the role

This role is a new and exciting position, managing a team at Waverley Care which works with Minority Ethnic communities across Glasgow and Lanarkshire to increase awareness about sexual health and blood borne viruses (BBV), in particular HIV and hepatitis B, as well as offering BBV testing and supporting people with a BBV to live well. Our projects also engage communities to disseminate health messages through peer-led education and awareness raising, provide condoms to community venues for onward distribution, and work in partnership with community groups to ensure no one who may need our service is unable to access it.

The role holder will line manage Health Improvement Coordinators who work with Minority Ethnic communities, in particular people from African communities or heritage or people from Chinese communities or heritage. The role will also lead on the facilitation of free formula milk provision for babies born to parents living with HIV.

The role holder will work closely with the Senior Health Improvement Managers to support management of these projects, including reporting to funders, representing Waverley Care at external meetings, and working with the team to develop best practice. The role holder will also work closely with Waverley Care's Development Manager for Minority Ethnic Health to look at the national picture, finding innovative ways to make sure that experiences and persons from minority ethnic communities are involved as Scotland looks to get to zero new HIV transmissions for all by 2030.

## About the person

We're looking for an engaging and enthusiastic person who can bring the following attributes to the role:

- Ability to lead on the management of our work in innovative ways and using your own initiative
- A respected manager who can inspire a staff team to deliver high quality care and support services
- Confidence to represent the charity in a range of different meetings, including meetings with funders and the NHS
- Experience of community outreach/engagement
- Develop strong working relationships across a range of teams and stakeholders who work with us to deliver services
- A demonstrable interest in, and passion for, improving the lives of people affected by blood borne viruses.

**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.**

## Main duties and responsibilities:

### Management

1. To provide effective management to the staff team in accordance with Waverley Care policies, values and employment legislation
2. To support staff to deliver a range of service delivery activities to minority ethnic communities including blood borne virus (BBV) testing, BBV prevention (such as condom distribution), and one to one or group support for people living with a BBV
3. To manage the effective deployment of project volunteers and peer supporters
4. To implement financial procedures and monitor agreed budgets
5. To facilitate the delivery of free formula milk across different health boards to mothers living with HIV who are pregnant/have a baby under 12 months of age

### Development of services

6. To develop excellent and responsive services for minority ethnic communities in line with need and contractual requirements, but also through working with people from the community so that our approaches are peer-led and informed
7. To collaborate with the Development Manager for Minority Ethnic Health to develop our work in exciting and innovative ways, both locally and nationally
8. Ensure processes and systems are in place to deliver high quality services
9. To record and evaluate service delivery and provide high quality reports to funders
10. To work effectively with a range of partners in local area including health, voluntary sector and local authority colleagues

### General

11. To work closely with other teams across Waverley Care
12. To be a contributing member of Waverley Care's management team
13. To participate in a system of support and supervision and to adhere to all Waverley Care policies and practice guidelines
14. To be committed to continuous professional development

### Person Specification – Health Improvement Manager (Minority Ethnic Health)

Skills and Experience	
Essential	Desirable
Experience of managing staff/volunteers (here or abroad)	An understanding of sexual health and blood borne viruses
Ability to take the lead on new areas of work, or manage change in existing areas of work	Experience of working around equality, diversity and inclusion
	Current driving licence

<p>Experience of community outreach/ engagement/education (here or abroad)</p> <p>An understanding of the barriers that minority ethnic communities may face when accessing services</p> <p>Experience of offering support to vulnerable people</p> <p>Experience of report writing for different audiences</p> <p>Ability to work in partnership with, and communicate with, a range of stakeholders</p> <p>Demonstrable problem-solving skills</p>	
<b>Values and Behaviours</b>	
<b>Essential</b>	<b>Desirable</b>
<p>Able to take a pro-active, creative and solution focused approach</p> <p>Ability to inspire and motivate staff</p> <p>Self-aware, courteous and respectful of service users and colleagues</p> <p>Able to take a high level of personal responsibility and making decisions independently and appropriately</p>	