**Job Description and Person Specification**

**Job Title:**  Health Improvement Coordinator

**Hours of work:** 17.5 hours per week (may include evenings/weekends depending on the needs of the service)

**Type:** Fixed term contract to 31st March 2026

**Salary:** £28,731 (Pro-Rata)

**Holidays:**  37 days, including public holidays (Pro-Rata)

**Benefits:** Flexible working and TOIL Policy • Enhanced sick pay • Enhanced Maternity Benefit • Death in Service benefits • Employer pension (3% employee/6% employer or 4% employee/7% employer) • Cycle to Work Scheme • Recognition agreement with UNISON • Equipment provided for working from home (laptop, phone etc.) • Opportunities for continuous learning and development

**Location:** Hybrid working from home/office (Edinburgh)

**Reports to:** East of Scotland Manager

**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 hold people back and make it different to other life-long conditions. Stigma and the fear of an HIV diagnosis still prevent many people at risk getting a test and knowing their status.

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, 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[*www.waverleycare.org*](http://www.waverleycare.org/)

**About the post**

The post of Health Improvement Coordinator offers an exciting opportunity to improve the lives of people living with HIV and plays a vital role in Waverley Care and Scotland's ambition to reach Zero HIV Transmission by 2030.

This post will provide support services for all people living with HIV in the Lothian area, through community-based interventions focusing on reducing HIV stigma and improving wellbeing. As part of the role, the post holder will manage a caseload and work with individuals to better understand their needs and identify opportunities for them to develop.

This role would collaborate with other members of the health improvement team to develop learning, skills and best practices to support individuals. The post holder will also take part in prevention work such as HIV testing and awareness raising at events aimed at engaging those at higher risk of HIV transmission.

**About the person**

* A demonstrable interest in, and passion for, improving the lives of people affected by blood-borne viruses (BBVs), in particular people disproportionately affected by HIV
* Demonstrable experience in working with vulnerable groups, particularly those who are at heightened risk of HIV transmission
* Excellent interpersonal skills and the ability to develop positive relationships with a range of stakeholders
* Experience in project management and leading in an area of work
* Excellent written and verbal communication skills appropriate for a wide range of audiences
* Be a strong team player, able to use your initiative and reflect on your practice
* Interested in development opportunities and further training

**Main duties and responsibilities**

**HIV Support**

1. Manage key worker responsibilities for a caseload of service users, who are people living with HIV that need additional support to access treatment and care, maintain good health, or improve their wellbeing
2. Work with service users to create a personal plan, using the Waverley Care baseline assessment tool, with identified outcomes and carry out regular reviews of these plans
3. Provide one-to-one emotional support to service users to identify and overcome barriers to improving their health and well-being
4. Facilitate opportunities for one-to-one and group peer support
5. Work with colleagues to identify opportunities for volunteer input and contribute to training and supervision of volunteers

**Awareness Raising and Partnership Working**

1. Promote the value of testing to different communities at risk of HIV and offer BBV testing where appropriate
2. Deliver BBV and sexual health advice and support through support interventions, events and outreach activities

**General**

1. Record and keep up-to-date records of all client interventions and service delivery activities on the Waverley Care Service User Database
2. Work with other members of the team to provide required plans and reports to our funders
3. To participate in a system of support and supervision and to adhere to all Waverley Care policies and practice guidelines
4. Undertake any other duties, which may be reasonably required. This includes supporting delivery of other services in NHS Lothian

**Person Specification – Health Improvement Coordinator**

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| **Skills and Experience** |
| **Essential** | **Desirable** |
| Experience in delivering one to one support and offering support to vulnerable adults Understanding of sexual health and blood-borne viruses Knowledge of the issues affecting people living with or at risk of BBVsAbility to work in partnership with a range of stakeholdersExcellent interpersonal and communication skills – written and verbalStrong problem-solving skillsCurrent driving licence and access to a carIT skills  | Experience working with and supporting volunteersExperience in delivering health messages to groups |
| **Values and Behaviours** |
| **Essential** | **Desirable** |
| Able to take a proactive, creative and solution-focused approachA team player with the ability to develop good working relationships with staff, service users and partners Self-aware, courteous and respectful of service users and colleaguesAble to take a high level of personal responsibility, delivering work and making decisions independently and appropriately |  |