

PO Box 474, Hanley Stoke-on-Trent, ST1 3HX
Tel/Fax 01782 201251

www.staffordshirebuddies.co.uk

Re: Job Application for Sexual Health Promotion Worker

Thank you for your enquiry about the above post. Please find enclosed

- 1) Job Application Form Parts 1, and 2
- 2) Job Description
- 3) Person Specification
- 4) Further Information About the Post
- 5) Employment Information
- 6) Monitoring Questionnaire

An electronic version of the application form can be downloaded from
www.staffordshirebuddies.co.uk

Key Dates

Completed applications must be received by 12 Noon on Thursday 22nd April; late applications will not be considered. Interviews will be held in Lichfield Thursday 29th and Friday 30th April

Address for Return

Please return your completed application to our Lichfield Office at the following address DO NOT SEND COMPLETED APPLICATIONS TO OUR MAIN HANLEY OFFICE

**Staffordshire Buddies Health Promotion
9 Wiltell Lodge, Upper St John Street, Lichfield, WS14 9ET**

Completing Your Job Application.

Selection of candidates for interview will be made by scoring the content of each completed application form against the requirements of the enclosed person specification.

To increase your chance of being shortlisted you need to demonstrate how your skills, knowledge, work experience and life experience match the requirements of the person specification for this job. When stating that you have particular knowledge or skills you should describe how they were acquired and how you have previously used them.

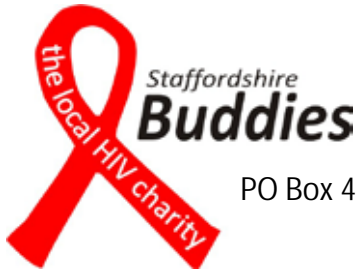
The application form has to be copied and read by several people. Please therefore either write in block capitals using dark ink or type your responses.

If you require any further information about the post please contact me. Thank you for your interest.

Yours sincerely,
Scott Ormerod
Health Promotion Manager
Email: scott@staffordshirebuddies.co.uk
Telephone: 01543 411413



Registered charity No.1047375



Job Application Part One

PO Box 474, Hanley, Stoke-on-Trent, ST1 3HX Registered charity No.1047375
Tel/Fax 01782 201251 www.staffordshirebuddies.co.uk

Post: Sexual Health Promotion Worker

Completed form to be returned by: 12 Noon, Thursday 22nd April
Send to: Staffordshire Buddies Health Promotion, 9 Wiltell Lodge,
Upper St John Street, Lichfield, WS14 9ET

Ref:

for office use only

General Information

We recommend that you read the whole application form and accompanying information before beginning to complete your answers.

If you run out of space, continue on a separate sheet headed with your name. Write "continued" after any answers that are incomplete. Do not send a C.V. – you must complete all details on this application form.

Please print clearly using black ink or type your responses.

Application Form

The Application Form consists of two parts, both of which must be returned, in order for your application to be considered.

Part One – Personal details, references and availability for interview.

Part Two – Education, qualifications, and information in support of your application. This information is used to assess applicants during shortlisting.

1.1) Personal Details

First Names: Last Name:

Address:

.....

..... Post Code:

Telephone numbers on which we can contact you:

Home:..... Best times to call:

Work:..... Best times to call:

Other (Specify):..... Best times to call:

Please give details of any other means by which we can contact you (eg. e mail / fax)

.....

Continued ...

1.2) References

Are you currently in paid employment? Yes No

Name of Current Employer:

Title of Your Current Post:

Please give the names and addresses of two people who can supply a reference for you. The first referee should be a representative of your current/previous employer who has/had a managerial relationship with you. The second referee should be someone who can give you a personal reference but he/she must not be a relative or partner.

References will be pursued immediately following any offer of an interview. If you need us to contact you first, please tick here

Name of First Referee:

Address:

.....

Post Code:.....Tel:

Name of Second Referee:

Address:

.....

Post Code:.....Tel:

1.3) Availability for Interview

Interviews will be held in Lichfield and will take approximately one hour for each candidate. Please indicate the times you can be available for interview.

Morning of Thursday 29th April

Afternoon of Thursday 29th April

Morning of Friday 30th April

Afternoon of Friday 30th April

If you cannot attend an interview at the above times please indicate below alternative dates and times that you can make yourself available for interview as close as possible to the above date(s). If you are shortlisted for interview we will do our best to match your availability; however, please note that if the interviewers are unable to agree a mutually convenient date with you we may be unable to consider your application further.

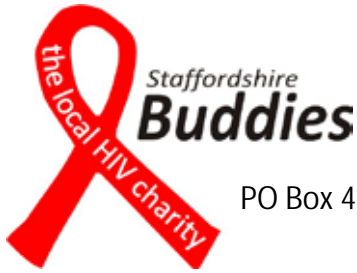
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1.4) Declaration

I declare that all the statements given in all three parts of this application form are true and correct and I understand that any misrepresentation may invalidate my application and any offer of employment resulting from it.

Signed:.....Date:.....



Job Application Part Two

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Post: Sexual Health Promotion Worker

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 Upper St John Street, Lichfield, WS14 9ET

Ref:

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To ensure equal opportunity, the identity of candidates is not disclosed to the people who shortlist applicants for interview. Please do not write your name or signature on this part of the application form.

1. There are two posts available. The work will involve provision of sexual health information and may include working in close proximity to public toilets. To enable delivery of the service we wish to appoint one male and one female worker. (Section 7 of the Sex Discrimination Act 1975 applies). Which position are you applying for?

Health Promotion Worker (Female) Health Promotion Worker (Male)

2. Please give details of your previous work experience starting with the most recent first, include both paid employment and unpaid voluntary work, and account for any breaks in employment:

From	To	Organisation	Job title and brief description of responsibilities	Salary

3. Professional training courses attended that are relevant to this post

Year	Details (do not use abbreviations)	Training Body

4. Are you a member of any professional body, if yes please give details

5. Please give details of your main educational and professional qualifications (most recent first)

Year	Qualifications Obtained (do not use abbreviations)	Awarding Body

6. Rehabilitation of Offenders Act

The post you are applying for will entail providing services to vulnerable adults and to young people under the age of 18. Accordingly, the post you are applying for is subject to exemption under the Rehabilitation of Offenders Act 1974, Exceptions Order 1975; you must therefore declare all convictions even if spent.

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, Staffordshire Buddies complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

Have you ever been convicted of any criminal offence? Yes No

If yes, please enclose details of the conviction(s) and date(s) in a separate letter enclosed with this application.

7. Driving

This post requires you to undertake work in the community. The rural nature of parts of Staffordshire is such that car use is essential.

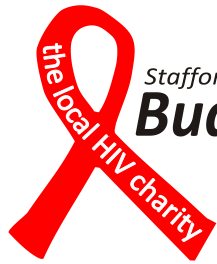
Do you have a current full driving license Yes No

Will you have access to a vehicle you can use if required? Yes No

8. Skills, Knowledge and Experience

Please tell us about your skills and experience and show how these match the requirements set out in the enclosed person specification. Ensure that you make reference to how you have acquired and used any skills, knowledge and experience you state that you have. You may continue using additional sheets but do not supply more than three sides of A4 including this page if used; any sheets over this limit will not be considered.

We recommend that you list each requirement from the enclosed person specification that is to be assessed by this written application and use these requirements as headings for the information you give below. This will increase your chances of obtaining a good score when your application is assessed.



Job Description	
Sexual Health Promotion Worker	
Last Updated:	09/04/2010
Filename:	HPW Job DescriptionV2.doc

Salary:	<ul style="list-style-type: none"> £18,792 / annum
Hours of work:	<ul style="list-style-type: none"> 35 hours per week to include evening & weekend work.
Team:	<ul style="list-style-type: none"> Health Promotion Team
Location:	<ul style="list-style-type: none"> Lichfield Centre
Main Purpose	<ul style="list-style-type: none"> To deliver Chlamydia screening & sexual health promotion work to 15 to 25 year old people. To support the development of a comprehensive outreach programme based upon an informed mapping of the key venues for screening of young people in South Staffordshire. To establish excellent relationships with key partners to undertake Chlamydia screening, ensuring their understanding of the purpose of the programme & to ensure that delivery standards are maintained.
Other Core Functions	<ul style="list-style-type: none"> Lead the development and delivery of Chlamydia screening and sexual health promotion in a variety of settings within South Staffordshire. Assist the Senior Health Promotion Worker with the development and delivery of all Staffordshire Buddies health promotion activities in South Staffordshire. Contribute to the support of sessional sexual health outreach workers and volunteers, in ensuring that screening standards and Health promotion standards remain excellent throughout the programme.
Line Manager	<ul style="list-style-type: none"> Senior Health Promotion Worker.
Dimensions and Limits of Authority	<ul style="list-style-type: none"> Part of the Health Promotion Team. Key worker for the development & delivery of community sexual health promotion and Chlamydia screening activities in South Staffordshire.
Qualifications	<ul style="list-style-type: none"> UK Driving License.
Essential Experience	<ul style="list-style-type: none"> Relevant youth or social care qualification or experience of working with young people for a minimum of two years. Experience of community outreach work.

Duties

1 Service Delivery

- 1.1 Initiate, organise & deliver a pilot Chlamydia screening programme & sexual health promotion interventions for young people aged 15 to 25 years old in community based settings within South Staffordshire including:
 - i) Identifying appropriate Chlamydia screening opportunities in private businesses, leisure facilities, educational establishments, youth facilities, large events and other settings within South Staffordshire.
 - ii) Canvassing the above to arrange opportunities for delivery of the programme.
 - iii) Deliver the programme in the settings identified at the times most appropriate for the client group. This will include evening and weekend work.
 - iv) Obtain urine samples from clients of the service for Chlamydia screening.
 - v) Provide sexual health promotion information, advice and guidance to clients and prospective clients of the service.
 - vi) Signpost young people to appropriate sexual health & other relevant services.
- 1.2 Assist with the co-ordination and support of sessional workers and volunteers in relevant roles to support the programme.
- 1.3 Comply with local and national policy and guidance relevant to the Chlamydia screening programme.

2 General

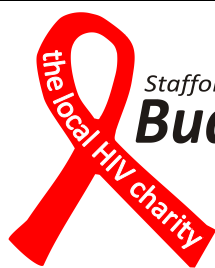
- 2.1 Keep the records necessary for accurate monitoring and evaluation of the services provided.
- 2.2 Compile short reports on services provided as directed.
- 2.3 Attend supervision sessions and meet agreed standards and targets.
- 2.4 Attend relevant training as necessary.
- 2.5 Attend Health Promotion Team Meetings. Staff Meetings, Executive Committee Report Meetings and other meetings as appropriate.

The Health Promotion Worker shall work under the management of the designated Senior Health Promotion Worker who may specify additional duties with reasonable justification that are commensurate with the role and grade of the post.

It is essential to hold a full driving license and be willing to use your own vehicle during the course of work with Staffordshire Buddies. The vehicle must be insured for business use. An essential car users allowance will be paid. Mileage and other expenses will be paid at agreed rates.

Evening and weekend work will be required for which time off in lieu will be given in accordance with the current policy for the employment scale.

The Health Promotion Worker will work within all Staffordshire Buddies Policies including those relating to Confidentiality and Equal Opportunities.



Person Specification

Sexual Health Promotion Worker

Last Updated: 09/04/2010

Filename: HPW Person SpecificationV2.doc

Essential Requirements for this post	Assessed By	
	Application Form	Interview
Knowledge and Skills		
An understanding of health promotion messages & experience of communicating these to young people & professionals.	ü	ü
An understanding of sexual behaviour in relation to young people.		ü
An understanding of the Every Child Matters framework.		ü
Ability to manage own time & workload demonstrated ability to achieve targets within agreed time scales.	ü	ü
Ability to problem solve & trouble shoot without instruction & work on your own initiative.	ü	ü
Excellent verbal and written communication skills	ü	ü
Ability to maintain information systems and keep accurate records	ü	ü
Effective IT Skills (including MS Word, Excel)	ü	
Good networking skills & experience of building partnerships & influencing others; demonstrated ability to build networks.	ü	ü
Understanding of confidentiality	ü	ü
Personal Qualities		
Confident and friendly manner		ü
Enthusiasm for and commitment to the work		ü
Diplomacy and tact		ü
A commitment to diversity, equal opportunity, anti-discriminatory policy and practice.		ü
Willingness to work unsociable hours.		ü
Commitment to team working.		ü
Qualifications and Experience		
Relevant Youth or Social care work qualification or relevant experience of working with young people.	ü	ü
Experience of delivering health promotion messages in community settings.	ü	ü
Full driving license with access to a car that can be used for work.	ü	

Desirable Requirements for this post	Assessed By	
	Application Form	Interview
Knowledge and Skills		
Experience of Chlamydia screening processes.	ü	ü
Qualifications and Experience		
Previous experience of working with volunteers.	ü	ü

Registered charity No.1047375



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Further Information About the Post of Sexual Health Promotion Worker

Staffordshire Buddies was established in 1993 to provide care and support to local people living with or affected by HIV/AIDS. We also undertake HIV prevention and sexual health promotion work with communities most at risk. We currently have twelve staff, three sessional workers and over fifty volunteers. We have been a registered charity since 1995.

Staffordshire Buddies is a highly successful local Charity with a good reputation within the HIV Services and Sexual Health Promotion field both locally and nationally. Our team of staff, sessional workers and volunteers are dedicated to achieving the mission of the Charity which is underpinned by a commitment to integrity, professionalism and delivery of services that are client centred.

We have a drop-in centre in Hanley, Stoke-on-Trent, which is also the base of our main office. We have a second office in Lichfield, which is the base for both a specialised health promotion service and for our HIV Services in the South of Staffordshire.

There are two posts available. The work will involve provision of sexual health information and may include working in close proximity to public toilets. To enable delivery of the service we wish to appoint one male and one female worker. (Section 7 of the Sex Discrimination Act 1975 applies).

The posts will be based at the Lichfield Office as part of the Health Promotion Team. The posts are part of a pilot project undertaking Chlamydia Screening and sexual health promotion with young people aged 15 to 25 years currently funded to March 2011.

Chlamydia is a sexually transmitted infection that can cause serious health problems. Following initial infection it often has no noticeable symptoms and but if left untreated it can spread to other parts of the body and cause pain, especially in the abdomen, and may lead to infertility. Having Chlamydia may also increase the chances that a person will get HIV or pass it on.

The National Chlamydia Screening Programme (NCSP) is an NHS sexual health programme that was set up by the Department of Health in England in 2003. Staffordshire Buddies will be contributing to the programme in South Staffordshire by undertaking sexual health promotion outreach activities with young people aged 15 to 25. This is a substantial piece of work aiming to reach thousands of young people over the next twelve months.

To find out more about the national Chlamydia screening programme visit www.chlamydia-screening.nhs.uk

Chlamydia screening for this project will be conducted by asking young people in the target age group to provide urine samples which will be sent by post for testing within the NHS. The young people providing samples for testing receive results by post or Text directly from the screening facilities; Staffordshire Buddies workers are therefore not involved in the communication of results.

Relevant training on the Chlamydia Screening programme procedures will be provided.

Continued...

The posts will involve identifying suitable places to conduct outreach such as private businesses, leisure facilities, educational establishments, youth facilities, large events and other settings within South Staffordshire. It will be necessary to undertake work with these settings to build working relationships and negotiate opportunities to conduct project activities.

The posts will be primarily concerned with delivering the service on outreach at the settings identified. The two post holders will be expected to work together along with a team of sessional workers and volunteers to deliver the service. It is expected that many of the opportunities to deliver the service will involve working during evenings and weekends.

The project will have a budget for “incentives” to enable us to offer young people and the venues we work in things such as raffle prizes, promotional items and small gifts to encourage uptake of the service.

Further information about Staffordshire Buddies and our services is available on our website at www.staffordshirebuddies.co.uk

HPW Further info.doc



Health Promotion Worker – Employment Information

What will be the main terms and conditions of employment?

- Hours are 35 per week worked flexibly to meet the needs of the job. The job entails significant periods of work on outreach away from the office including work during evenings and weekends.
- The post is part of a pilot project currently funded to end of March 2011. Appointment will be on a fixed term contract.
- Holidays are twenty five days per year plus bank holidays.
- Salary will be paid in the middle of each month directly into a bank or building society account.

What other benefits are offered?

- Out of pocket expenses incurred during the course of your work will be reimbursed at agreed rates. Our mileage rate is currently 40p/mile.
- We run a group personal pension plan. If you pay into this plan Staffordshire Buddies will match your contributions pound for pound up to a maximum of 4% of your gross annual earnings. If you have your own pension plan already, we will pay contributions into this as above but this will be paid via you and therefore taxed at source.

Are interview expenses paid for?

- We will reimburse standard class rail or bus fares or mileage calculated at 40p per mile. We reserve the right to pay for the least expensive means of transport to your interview. For applicants travelling from overseas we will pay travel from the port or airport of entry.

Where is the post based?

- The post will be based at our Lichfield Centre. You will be required to travel to any part of South Staffordshire in order to offer the service. You may also occasionally need to attend meetings at our main office or other venues in Stoke.

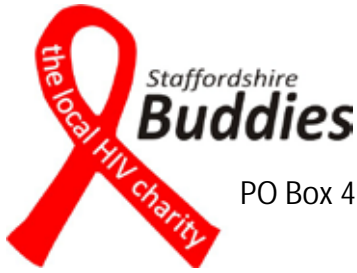
Is there help with re-location costs?

- We regret that we cannot help with the cost of re-locating to Staffordshire should your application be successful.

Equal Opportunities Statement

- Staffordshire Buddies is committed to the fair treatment of all individuals regardless of their age, colour, disability, ethnic or national origin, gender, immigration status, nationality, political belief, race, relationship status, religious belief, sexual orientation, social class, trade union membership or non-membership.

If you have any further questions please contact us.



Equal Opportunities Monitoring

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Please return this form with your completed application

Staffordshire Buddies is committed to the principles and practice of equal opportunities in all aspects of its work. In order that we can try to improve our recruitment process, we'd be grateful if you would complete the questionnaire below. This information is not seen by the interview panel and does not form part of the recruitment process

Position applied for: Sexual Health promotion Worker

How would you describe your gender? Female Male Transgender

Your Age:

How would you describe your ethnicity?

Asian Black African Black Caribbean Black Other Dual Heritage
White British White Other

Other (please specify)

How would you describe your sexual orientation?

Bisexual Gay Heterosexual Lesbian

Please also tell us how you heard about this position:

Newspaper advertisement (please say which:))

Electronic version of the flyer circulated by e-mail

Paper copy of the recruitment flyer

Staffordshire Buddies Website / internet search

Word of Mouth

Other: