

GEORGE
HOUSE  TRUST
HIV POSITIVE LIVING

HIV AWARENESS TRAINING SUPPORT

Purpose	To provide admin support to our HIV awareness raising projects.
Work Area	Awareness Raising
Key Activities	<p>Supporting the administration of the HIV Beauty Campaign: You will send out marketing materials on request to hair, beauty, barbering and cosmetic practitioners that raise awareness of the work. You will also maintain communication with participants from training events as well as creating and sending certificates upon completion of the training.</p> <p>Increasing awareness of the George House Trust Positive Speaker sessions and other bespoke training: Identifying and contacting beauty, barbering and cosmetic establishments about the training package. Identifying and creating a database of corporate contacts that could be contacted about the Positive Speaker HIV awareness training. Support with the creation of a communication plan to engage corporate supporter around key dates such as Pride Month, Black History Month and World AIDS Day.</p> <p>Collating and utilising participant feedback: Inputting feedback from HIV Awareness training sessions and working with the project co-ordinator to utilise the feedback to evidence the impact of the training. Reproducing leaflets and feedback forms for Positive Speaker sessions.</p>
Time Commitment	4 hours per week on either a Tuesday, Wednesday or Thursday
Location	This role is based at our Manchester office, 75-77 Ardwick Green North, Manchester.
Skills/experience required	<ul style="list-style-type: none"> • Experienced in using Microsoft Word, Excel, PowerPoint and standard email packages. • A confidence and ability to engage effectively with external stakeholders via email and telephone. • Strong administration and organisational skills. • An enthusiasm for building relationships within George House Trust and with external stakeholders. • An ability to follow instructions and guidance from staff members. • An ability to work on your own initiative and to follow tasks through to completion. • An understanding of the impact of HIV stigma on individuals and the importance of awareness and training programmes. • Good team work and understanding the value of working together with shared goals.
Training required	<ul style="list-style-type: none"> • George House Trust volunteer induction • Role-specific training • E Learning including Safeguarding and GDPR Essentials • Commitment to attending quarterly team meetings
DBS required?	No

ABOUT THE VOLUNTEER ROLE

Supervision arrangements	You will have regular contact with your volunteer supervisor. Volunteer team meetings are scheduled to provide peer support. One-to-one supervision available from the Volunteer Manager.
Further Information	For further information, or to get involved email rachel@ght.org.uk