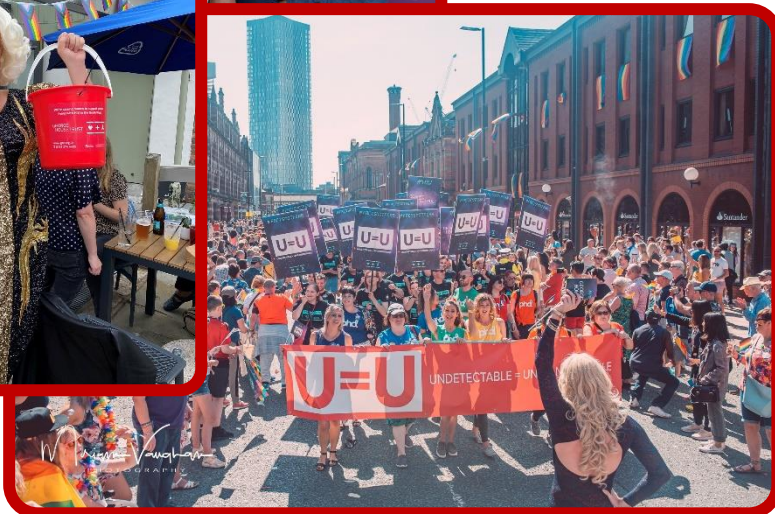


GEORGE HOUSE TRUST

HIV POSITIVE LIVING



**Recruitment Pack:
'Skilling Up' Project Coordinator
April 2024**

Introduction

George House Trust is a charity with a clear vision for a world where HIV holds no-one back. Originally established in 1985 as Manchester AIDS Line, we've evolved over the years and we now provide a comprehensive range of services and support for people living with and affected by HIV. We now offer more than 30 different services spanning everything from wellbeing, welfare and financial support. A big focus for our work is on social connectivity and innovative projects supporting people across a range of different issues including ageing well with HIV, supporting those with complex lives and promoting inclusion. We currently employ **22** people and we're supported by **133** volunteers. Our organisational purpose is 'inspiring people living with HIV to live healthy and confident lives' and we're looking for someone to join our movement and share our purpose to make a positive change for people living with HIV.

The 'Skilling Up' Project, funded initially to 31st May 2026, is an exciting new project which will improve the self-confidence, knowledge and skills of people living with HIV who are looking to find employment, change career, enter further education or find volunteering opportunities.

The Project Coordinator will provide one to one support and coaching as well as facilitating group learning sessions related to finding employment, furthering education or identifying volunteering opportunities.

The project will also provide HIV awareness training to local employers as part of a 'Positive Employer' scheme and will also incorporate a 'work mentor' scheme to further support people living with HIV entering the job market.

This recruitment pack provides a summary of who we are, what we do and the details of the **Skilling Up Project Coordinator** role, the role description, personal specification and details of how to apply.

A message from the Chief Executive...

Every year, the team at George House Trust provide support to people living with HIV across the North West so they can live healthily and confidently with HIV. As an organisation, I think it's fair to say we punch well above our weight, ensuring that the most effective, quality support is in place and we're looking for people to join us to continue to make a positive difference for people living with HIV.

Best wishes,
Darren.

Darren Knight
Chief Executive.

Who we support

George House Trust supports people living with and affected by HIV. Our work includes supporting partners, families, friends, colleagues and employees. Young, old, newly diagnosed or living with HIV since the early 1980s, our team are focused on person-centred and individual outcomes.

What we do

Our organisational purpose is '**inspiring people living with HIV to live healthy and confident lives**'. At George House Trust, we provide more than **30** different services spanning everything from wellbeing, welfare and financial support. A big focus of our work is on supporting people with a range of different issues relating to HIV including ageing well, addressing issues relating to housing, supporting people with complex lives, tackling vulnerability, inequality and promoting inclusion.

Why we do it

George House Trust believes that people should have the support, information, advice and guidance that they need to live well with HIV. Everyday, we see people who face discrimination, some are living in fear and most are managing the consequence of structural, societal and in some cases the self-stigma that is unique to HIV as a health condition. We see our role as the support service to enable people to realise their potential and focus on HIV positive living.

Where we work

Our work is delivered across the North West region of England, with a focus on the Greater Manchester area and Liverpool.

Our strategy

The strategic priority for George House Trust is to '**Ensure our work meets the changing needs of people living with HIV**'. There are 4 strategic objectives that shape all that we do and they are:

- ⌘ We will increase our reach.
- ⌘ We will provide quality services.
- ⌘ We will involve more people living with HIV.
- ⌘ We will improve the way we do things.

The purpose, vision and values of George House Trust drive the organisation's strategy, focus and service delivery and are as follows:

George House Trust's vision is:

A world where HIV holds no one back.

George House Trust's purpose is:

Inspiring people living with HIV to live healthy and confident lives.

George House Trust has three organisational values which are:

Passionate. Inclusive. Responsive.

The way we work

George House Trust encourages accountability, individuality and flexibility in our team. We want our people to have ideas and turn them into action. We bring the team together regularly to explore ideas and share learning through team meetings, development workshops and externally facilitated workshops too.

Personal development is important to us too. We encourage people to learn and, in addition to providing an individual training budget for all staff, we actively promote people to get involved in external partnerships that develop learning and networks.

The benefits of working at George House Trust

We offer an excellent employee benefits package which includes:

- ➔ an individualised approach to flexible working.
- ➔ an 8% non-contributory pension scheme.
- ➔ a cycle to work scheme.
- ➔ a dedicated training budget for each employee.
- ➔ full remote digital access to enable agile working.
- ➔ 25 days annual leave plus 8 bank holidays plus additional days at Christmas.

Plus, many other benefits.

The team

George House Trust currently has **22** employees with two additional vacant roles, including this one. The team is supported by **133** volunteers. We are led by a board of **9** trustees who bring a blend of skills, experience and passion to the strategic leadership and governance of the charity. As a user-led organisation, George House Trust has a Membership structure with over **150** Members who are people living with HIV, allies and supporters.

How to apply

Please provide an up to date CV along with a covering letter, in MS Word format, of no more than 1,000 words explaining:

- why you are applying for the role and
- what skills and experience you would bring to it.

Email your application to recruitment@ght.org.uk by Monday 20th May 2024 at 9:00am.

If you have any questions about this role or the application process, contact Martin Glackin, Wellbeing Programmes Manager – martin@ght.org.uk -or telephone **0161 274 4499**.

Interviews will be held on Tuesday 28th May 2024.

If you have not been notified, by Thursday 23rd May that you have progressed to interview stage, please assume that you have been unsuccessful on this occasion.

Role Description

Job Title:	Project Coordinator – ‘Skilling Up’ Project
Hours:	35 hours per week
Contract:	Initial funding to 31st May 2026
Salary:	NJC Scale 18-25 - £29,269 to £33,945
Location:	George House Trust
Accountable to:	Wellbeing Programmes Manager
Terms:	Standard George House Trust Terms and Conditions

Purpose of the role

To deliver a range of one to one and group interventions for people living with HIV which increase skills, knowledge and confidence and support people to:

- secure paid employment
- take up further education and/ or study
- identify appropriate volunteering opportunities

Principal responsibilities and tasks

1.	To provide one to one support to people living with HIV to improve skills, confidence and knowledge relating to securing employment, taking up further education or volunteering
2.	To facilitate group learning sessions on topics related to securing employment, taking up further education or volunteering
3.	To develop and implement a ‘work mentor’ scheme with local employers which supports people living with HIV into the employment market
4.	To develop and implement a ‘Positive Employer’ scheme and deliver HIV awareness training to local employers
5.	To identify, and develop relationships with, local organisations providing volunteering opportunities
6	To work alongside the wider George House Trust services offer and to make referrals where appropriate
7.	To develop publicity and comms materials to publicise the project
8.	To collate monitoring data and produce regular reports
9.	To ensure that all electronic records are kept up to date

George House Trust’s expectations of the post holder

10.	Work in line with, and support the delivery of, the vision, mission, values and goals and to be a champion for George House Trust at all times.
11.	Adhere to and work within all the policies and procedures of George House Trust in particular paying attention to the confidentiality and data protection policies, so as to protect our service users from stigma and judgement.
12.	Actively participate, engage with, and respond to, George House Trusts line management and support processes.
13.	Attend and actively contribute to internal and external meetings as required as part of the role.
14.	Attend and actively participate in training as required for the role.

15.	Actively contribute to a positive, supportive and constructive working ethos, relationships and environment within George House Trust, with partner organisations and all other stakeholders.
16.	Be flexible, adaptable and undertake work to support the wider aims of George House Trust as required.

Disclosure and Barring Service (DBS)

An enhanced DBS check is required for this role

Person Specification

This acts as the selection criteria and the more of the criteria that you demonstrate you are able to meet the greater your likelihood of being invited to interview. Please use each point that you are able to meet as a heading in your covering letter and then explain how you meet the specific criteria.

Method of assessment

A =	Application	I =	Interview	P =	Presentation
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Experience

1.	Experience of supporting people to make positive life changes by increasing skills, knowledge and/or confidence	A
2	Experience of facilitating group learning sessions	A
3	Experience of delivering training	A
4.	Experience of safeguarding.	A

Skills

5.	Able to communicate effectively using all mediums and to a high standard with a diverse range of people and audiences at different levels of understanding and ability.	A/I
6.	Able to organise and prioritise own workload effectively to meet job and project objectives.	A
7.	Able to work flexibly and in an agile way and respond to changing circumstances, managing own workload and project objectives.	I

Knowledge and understanding

8.	An understanding of HIV and an awareness of the social and health issues related to living with HIV.	A/I
9.	An understanding of the issues faced by the different communities affected by HIV and the impact of HIV stigma	A/I

Personal attributes and approach

10.	A commitment to improving your own knowledge and skills.	A
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11.	A commitment to George House Trust's mission, vision and values and embracing them within your work.	I
12.	A commitment to equality, diversity and inclusion and challenging discrimination.	A
13.	A commitment to acquiring the skills, knowledge and understanding, through training and other opportunities.	I

George House Trust will consider any reasonable adjustments requested by applicants with a disability (as defined under the Equality Act 2010) who meet the requirements of the post to be invited to interview, in line with the [Disability Confident](#) scheme.

George House Trust

ght.org.uk

0330 174 4433

info@ght.org.uk

Charity Number: 1143138

Company Number: 07575379