

Dear applicant

**Age+ Project Coordinator**

**35 hours per week**

**15 months fixed term contract**

Thank your interest in the above post. In this pack you will find:

* Job specification
* Person Specification
* Equal Opportunities monitoring form
* George House Trust’s Values, Vision & Mission Statement

To apply for this role we require:

* A copy of your CV
* A covering letter which addresses the Person Specification and explains why you are the best candidate for this role.

These documents should be emailed to phillip@ght.org.uk and must reach us by **9:00am on Monday February 1st.**

Interviews will take place on **Friday February 12th.**

We will aim to inform all candidates shortlisted for interview by **Wednesday February 3rd.**

We are unable to contact unsuccessful applicants.

If you would like further information, please contact us on 0161 274 4499.

Many thanks for your interest in George House Trust.

Yours sincerely

Colin Armstead

**Services Director**



**Job Description**

**Job Title:** Project Coordinator Age+ Project

**Hours:** 35 hours per week

**Contract Type:** 15 months fixed term contract

**Salary:** £24,982

**Location:** Manchester

**Accountable to:** Services Director

**Terms and Conditions:** George House Trust Terms and Conditions apply

**Background to the role**

The development of HIV treatment - highly effective anti-retroviral therapy – has greatly increased the life expectancy for people living with HIV.

This improved treatment, combined with increasing numbers of new diagnoses of HIV amongst older people, has resulted in an ever-growing number of people ageing with HIV.

At George House Trust currently, approximately 20% of service users are aged over 55 and this number will increase over the coming years.

In response to this, the Age+ Project has been developed to work solely with, and support, people over 55 who are living with HIV.

**Aims of the Age+ Project**

The aims of the Age+ (Age Positive) Project are to empower people living with HIV and over 55 to:

* Live confidently with HIV into older age
* Learn and adopt new skills and / or develop new interests
* Contribute to the development and delivery of HIV awareness training to social care providers
* Engage with volunteering opportunities at George House Trust, including the ‘Positively Speaking’ project, as well as wider awareness-raising opportunities
* Engage with volunteering within the wider community

**Main responsibilities of the Age+ Project Coordinator**

The Project Coordinator will be responsible for coordinating and leading on all aspects of the Age+ Project at George House Trust.

***Some or all of the following may need to be delivered online due to the ongoing impact of Covid-19. The way in which the project is delivered will change in line with any restrictions imposed locally or nationally.***

Specifically, the postholder will:

1. Plan, and source speakers for, a range of relevant skills-based training courses, educational events and information sessions
2. Plan regular informal social networking events
3. Work with the Volunteer Coordinator to create and develop new volunteering roles and opportunities for service users
4. Work with the Volunteer Coordinator to coordinate volunteer support for service users who are isolated or less mobile
5. Identify volunteering opportunities for service users
6. Co-develop and co-deliver HIV information and awareness courses, alongside service users, for residential care homes and / or social care providers
7. Provide one to one support to service users and / or their partners where necessary and relevant
8. Ensure performance against agreed project targets and record all activity and statistical data in a timely and accurate manner
9. Produce reports and documents about the service as required and feed into monitoring and evaluation reports

**General**

The postholder will:

1. Work as part of the wider team at George House Trust, participate in full staff team meetings and act in accordance with agreed office practices and systems.
2. Carry out all tasks in line with George House Trust policies and uphold these at all times.
3. Respect and maintain confidentiality at all times.
4. Carry out other work, appropriate to the level and nature of the post, as agreed by the organisation in response to changing needs and circumstances.

Please note that the nature of this work will require occasional evening and weekend work, for which time off is arranged under the terms and conditions of employment.

**Terms and Conditions**

George House Trust terms and conditions apply.

**Salary**

£24,982 (NJC SCP 18) **plus** 8% employer pension contribution

**Hours**

35 hours per week.

**Contract**

15 months fixed term contract

**Notice period**

The post requires a notice period of 4 weeks.



**Person Specification**

**Job Title: Project Coordinator Age+ Project**

|  |  |  |  |
| --- | --- | --- | --- |
| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** | **HOW ASSESSED** |
| **Experience** |  |  |  |
| * Experience of Project Management
 |  **√** |  | Application |
| * Experience of working with people with long term health conditions
 |  |   **√** | Application |
| * Experience of working with older people
 |  |  **√** | Application |
| * Experience of group facilitation
 | **√** |  | Application |
| * Experience of delivering training courses or training sessions
 | **√** |  | Application |
| * Experience of working with volunteers
 |  | **√** | Application |
| **Skills and Abilities** |  |  |  |
| * Excellent written and verbal communication skills
 | **√** |  | Application,Interview |
| * Excellent interpersonal skills
 | **√** |  | Interview |
| * The ability to plan and prioritise work
 | **√** |  | Application, Interview |
| * The ability to work on own initiative and take responsibility for decisions made
 | **√** |  | Application, Interview |
| * The ability to maintain service user confidentiality at all times
 | **√** |  | Application |
| * Good computer and word processing skills
 | **√** |  | Application |
| **Knowledge** |  |  |  |
| * Knowledge and understanding of HIV and the issues faced by people ageing with HIV
 |  | **√** | Application, Interview |
| * An understanding of HIV stigma and its impact on general health and wellbeing
 |  | **√** | Application, Interview |
| * An understanding of safeguarding and the ability to respond appropriately in safeguarding situations
 | **√** |  | Application, Interview |
| * An understanding of equal opportunities both in the workplace and in the delivery of services
 | **√** |  | Application,Interview |
| **Personal attributes** |  |  |  |
| * Flexibility to respond to changing circumstances
 | **√** |  | Application, Interview |
| * An empathic and patient approach towards service users
 | **√** |  | Application, Interview |
| * A commitment to embracing diversity and challenging stigma and discrimination
 | **√** |  | Application  |
| * A commitment to working within a service delivery ethos of respect, empowerment and inclusion
 | **√** |  | Application |



**The values and vision of George House Trust**

**Values**

George House Trust believes in dignity, respect, empowerment, integrity, recognising difference and being passionate about our work.

*Dignity*

We believe that to treat someone with dignity is to treat them as being of worth in a way that is respectful of them as valued individuals.

We also believe that where dignity is present people feel in control, valued, confident, comfortable and able to make decisions for themselves.

*Respect*

We believe that this is best demonstrated by a willingness to show consideration and appreciation for the feelings, wishes or rights of others.

*Empowerment*

We believe in empowerment as a goal for all service users in order to have the freedom to act, think, respond, initiate and make decisions.

*Integrity*

We treat people with integrity through being honest and having strong
principles.

*Recognising difference*

We recognise that each individual is unique. We explore these differences in a safe, positive and nurturing environment and try to understand each other beyond simple tolerance, to embrace and celebrate the diversity of difference between each individual.

*Being passionate about our work*

Our passionate approach means we put energy, enthusiasm and excitement into our charity and its services. Our ambition is materialised into action to put as much heart, mind, body and soul into our work.

**Vision**

George House Trust’s vision is for all people living with HIV in the North West to live happy and healthy lives, and be free from stigma and discrimination. Our vision is for all people to know their HIV status and to be HIV aware.



**Mission Statement**

* We will provide good quality services to people living with HIV, which enable them to feel empowered and able to live happily and healthily with HIV.
* We will raise awareness of HIV, promote safer sex and encourage all sexually active people in the North West to know their HIV status.
* We will ensure that HIV is prioritised by public bodies across the North West, given that it has the biggest population of people living with HIV outside of London.
* We will challenge HIV stigma and discrimination and promote a better understanding of HIV.

**Equal Opportunities Monitoring Form**

|  |  |
| --- | --- |
| **Job Reference**  | **Age+ Project Coordinator** |

George House Trust wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the workforce in encouraging equality and diversity.

We need your help to do this, but completing this form is entirely voluntary.

You can answer as many or as few questions as you wish.

**The information is separated from your application when it is received and is not seen by the shortlisting panel.**

All answers are treated in strict confidence and are destroyed after a maximum of 6 months.

The information in this form is for monitoring purposes only. If you need any reasonable adjustments so that you have fair access to the recruitment process please inform the person collating the application forms.

1. **Do you consider yourself to have a disability or health condition?**
* Yes
* No
* Prefer not to say

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write here:

1. **What is your age?**
* 18-24
* 25-29
* 30-34
* 35-39
* 40-44
* 45-49
* 50-54
* 55-59
* 60-64
* 65+
* Prefer not to say
1. **Are you:**
* Female
* Male
* Non-binary
* Prefer not to say

If you prefer to use your own term please state:

1. **Is your gender identity the same as the gender you were assigned at birth?**
* Yes
* No
* Prefer not to say
1. **Which of the following best describes your sexuality?**
* Bisexual
* Gay
* Heterosexual/Straight
* Lesbian
* Prefer not to say

If you prefer to use your own term please state:

1. **What is your relationship status?**
* Civil Partnership
* In a relationship, co-habiting
* In a relationship, not co-habiting
* Married
* Single
* Prefer not to say
1. **Do you have any caring responsibilities? If yes, please tick all that apply**
* None □
* Primary carer of children / child under 18
* Primary carer of disabled child / children
* Primary carer of disabled adult (over 18)
* Primary carer of older person
* Secondary carer (another person carries out the primary care role)
* Prefer not to say
1. **What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box.

* Asian or Asian British Bangladeshi
* Asian or Asian British Indian
* Asian or Asian British Pakistani
* Any other Asian or Asian British background
* Black or Black British African
* Black or Black British Caribbean
* Any other Black or Black British background
* Chinese
* Mixed White & Asian
* Mixed White & Black African
* Mixed White & Black Caribbean
* Other Mixed Background
* Other White Background
* White British
* White Irish
* Other ethnic group (please state):
1. **What is your religion or belief, even if you are not practicing?**
* Buddhist
* Christian (inc. all denominations)
* Hindu
* Humanist
* Jewish
* Muslim
* No religion (inc. Atheist and Agnostic)
* Sikh
* Prefer not to say
* Other (please state):