

GEORGE HOUSE TRUST

HIV POSITIVE LIVING



Recruitment Pack:

Project Lead – 40 years of HIV activism in Greater Manchester.

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 support to over 2,500 people each year. We are looking for a skilled and motivated individual to lead our 40 years of HIV Activism in Greater Manchester Project. As a confident and passionate project manager, you'll bring both creativity and attention to detail to weave together this innovative project to tell the story of the last 40 years of HIV activism across Greater Manchester.

We're looking for someone who's got an interest in archiving and social history, is amazing at building new relationships, as well as rekindling old ones, and can help to raise awareness of Greater Manchester's HIV story. We've got big ambitions and a lot of work to do. Our staff are supported by a passionate volunteer team. It's fair to say that no two days are the same at George House Trust; you'll be leading and developing a project with so much exciting scope and potential.

George House Trust turns 40 in 2025 and we want to tell the story of HIV and the associated activism, heroism, passion and loss and that story of HIV in Greater Manchester. We also hold an important collection of archive material. We have received funding from The National Lottery Heritage Fund to deliver a project to:

- Preserve the archive material and make it more accessible.
- Deliver an exhibition and programme of events that focus on the organisation's history, the HIV story in Manchester and the North West and celebrating the progress made.

Whilst it is not an essential criteria for the role, we always actively encourage applications from people living with HIV.

This recruitment pack provides a summary of who we are, what we do and the details of the **Project Lead: 40 years of HIV activism in Greater Manchester** role, together with the role description, person specification and details of how to apply. If you require any further information or would like to discuss the opportunity, please contact: Darren Knight, Chief Executive by email darren@ght.org.uk.

A message from the Chief Executive...

This project is not only going to tell the story of HIV activism in Greater Manchester over the last 40 years, it's going to tell the story of George House Trust and it's so important that we get this right. We've got history, passion, anger, sadness and loss at the heart of this important programme, so we need someone who can bring all that together and ensure that we get it right. If that's you, please don't hesitate to get in touch for a chat for a bit more information.

Good luck with your application.


Darren Knight
Chief Executive.

Who we support

George House Trust supports people living with and affected by HIV. Young, old, newly diagnosed or living with HIV since the early 1980s, our team is wholly focused on person-centred and individual outcomes, together with enabling peer-led services and support. Our work also includes supporting partners, families, friends and colleagues impacted by HIV.

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 and societal 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 predominantly delivered in the North West region of England, with staff located in Greater Manchester and in 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:

- ⌘ 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 encourage opportunities for colleagues 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.
- an employee assistance package (including free-to-access counselling).
- 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

We currently employ **22** people and we're 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 **160** Members who are people living with HIV, allies and supporters.

How to apply

Please apply by writing, in MS Word format [*please don't PDF your application*] in no more than 2,000 words stating how you meet the 'application criteria' in the Person Specification together with a current copy of your C.V.

Email your completed application to recruitment@ght.org.uk by Wednesday 15th May 2024 at 5pm.

If you've got any questions about this role or the application process, contact Darren Knight in the first instance via email and he will be happy to organise an informal conversation.

Interviews will be held around the 20th May 2024.

Role Description

Job Title:	Project Lead – 40 years of HIV Activism in Greater Manchester
Hours:	35 hours per week.
Contract:	FIXED TERM – 18 months [<i>with potential to explore future opportunities</i>].
Salary:	NJC SCP 24 [£33,024] – pending confirmation of increase.
Location:	Manchester with regular travel within Greater Manchester.
Accountable to:	Chief Executive.

Purpose of the role

To lead and deliver the 40 years of HIV activism in Greater Manchester Project.

Principle responsibilities

1.	To lead all archiving and story-telling elements of the 40 years of HIV activism in Greater Manchester project.
2.	To work with key strategic partners, delivery partners and people living with HIV to ensure that all aspects of the project are delivered respectfully and professionally, with codesign at the heart.
3.	The coordination and delivery of a comprehensive programme of events to mark 40 years of HIV activism in Greater Manchester.
4.	To work with the commissioned Freelance Curator on the project delivery.
5.	To work with fundraising and communications and the wider team at George House Trust to increase the profile and reach of the project.

Employee Line Management Responsibilities

Working with the Freelance Curator and Evaluation Consultant.
Supporting a team of volunteers.

Project Responsibilities

Selecting and cataloguing the archive material – both paper and digital.
Undertaking preservation actions on the digital material to help preserve and safeguard it (e.g. repackaging, digital preservation)
Liaising with Manchester Central Library over the deposit of the archive.
Delivering a small oral history project.
Supervising volunteers to help catalogue, repackage, and undertake the oral histories.
Digitising parts of the archive material to support an exhibition and events programme.
Working with a Freelance Curator to develop and deliver an exhibition at Manchester Central Library.
Delivering an events programme alongside the exhibition.
Developing publicity and communications for the project.
Commissioning an evaluator to evaluate the project.
Reporting to the National Lottery Heritage Fund and other stakeholders on progress.

Additional responsibilities

- Team, service and organisational development.
- Budget management and funder reporting.
- Other relevant tasks aligned to the grade in line with operational requirements.

Disclosure and Barring Service (DBS)

This post may require an appropriate level DBS check [TBC].

Person Specification

This acts as the selection criteria and the more of the criteria that you demonstrate that you are able to meet the greater your likelihood of being invited to interview.

We're specifically looking for you to identify how you meet the criteria marked as 'A = Application' at the initial stage application. We'll look for others as marked below.
A = Application. I = Interview. P = Presentation.

Experience		Criteria
E1.	Experience of cataloguing and preserving archives.	A, I
E2.	Experience of working with and training volunteers.	A, I
E3.	Experience of delivering events and exhibitions.	A

Skills		Criteria
S1.	Able to effectively communicate with audiences and individuals from diverse communities.	A, I
S2.	Able to showcase the impact of activities through effective output and outcomes reporting.	A
S3.	Excellent written and verbal communication skills.	A
S4.	Strong project management skills.	A
S5.	Ability to work professionally and empathically with others, especially in an emotionally charged environment.	I

Knowledge		Criteria
K1.	A knowledge and understanding of archives management and digital preservation.	A, P
K2.	An understanding of how to use archives and heritage in events and exhibitions to engage with audiences.	A
K3.	An understanding of the impact of HIV and HIV stigma.	A, I

Personal attributes and approach		Criteria
P1.	A commitment to improving your own knowledge and skills.	I
P2.	A commitment to George House Trust's mission, vision and values and embracing them within your work.	A, I
P3.	A commitment to equality, diversity and inclusion and challenging discrimination.	A, I
P4.	To provide coaching and development support to team members and to ensure that staff have access to a relevant program of training that complements service provision.	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

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