



***Supporting and promoting positive living for
people living with HIV***

**Recruitment Pack
Premises & Admin Officer
April 2024**

Dear Applicant

Welcome to the recruitment pack for the **Premise and Admin Officer** position.

This role offers the successful candidate an opportunity to work in a unique role alongside two of the leading sexual health charities in NI, www.positivelifeni.com and www.informingchoicesni.org

Positive Life offers support services to anyone affected by HIV in Northern Ireland and the border counties of the South of Ireland while Informing Choices advocate for sexual and reproductive health services to meet the needs of all citizens in Northern Ireland.

Both organisations:

- offer information, education and awareness raising services;
- are well respected and valued by clients, funders and partners;
- work hard to further develop partnerships across the sexual health and other community sectors to promote our work and reduce the stigma.

This is an exciting time for both organisations as we begin to work collaboratively, maximising the synergy between our aims and objectives and sharing resources to ensure effective delivery of our services.

Right now we're recruiting for a highly motivated individual who will help us deliver on our objectives, and make long lasting changes for people living in Northern Ireland.

This pack is designed to give you background information about our work and both organisations. I hope you find it informative. It includes a job description and person specification along with guidance on how to complete your application.

This is a great opportunity to join a vibrant and successful team and to make a real difference to people's lives.

Thank you for your interest and good luck.



Jacquie Richardson

Positive Life Chief Executive



Introduction to Positive Life

Positive Life is a registered charity and is the only charity dedicated specifically to offering support services to all people affected by HIV in Northern Ireland and the border counties of the South of Ireland.

Our organisation was founded in 1986 and has, due to increased demand, evolved and expanded over the years in the field of HIV support and services in Northern Ireland.

We aim to support and empower everyone living with or affected by HIV, upholding the principles of dignity, equality and respect, through removing the stigma facing people who live with HIV, as well as seeking to prevent the spread of HIV through the provision of information, education and awareness.

Services are provided both for people living with HIV, either recently diagnosed or living with HIV for some time; and for people affected by HIV - partners, carers, family members, friends or children of people living with HIV.

We work closely with the health and social care sector in Northern Ireland and anticipate expanding our relationships in this area to improve outcomes for everyone we work for.

The provision of on-going flexible support services are an important part of what we do and currently our services include:

- One to one support through counselling and our confidential telephone information & support service.
- Advice with housing, benefits, residency and other practical and financial issues.
- A range of complementary therapies including aromatherapy.
- A group programme for newly diagnosed people.
- Support groups.
- Drop in facilities & outreach support.
- Social activities.
- Health improving workshops on HIV and health issues & information up-dates.
- Positive Peers Programme.

Developing our client base

The organisation's ethos is that we are there for everybody living with or affected by HIV. We do not discriminate and are aware of the need to ensure that our services are culturally appropriate for the many different identities of people impacted by HIV.

This includes members of the gay community, families, women and children as well as the growing numbers of people from the African community and others as yet unidentified from minority backgrounds in Northern Ireland. Over the next number of years, we aim to further support our client base by continuing to improve the sensitivity of our services to the diverse needs of our potential clients and by building relationships with potential partners & referrers.

Service Delivery

We operate an assessment and support planning model that aims to develop a coherent and explicit pathway across all our services. This enables clients to better identify their needs and issues and chart their progress; it provides staff and volunteers with a shared focus for their efforts and it also enables the organisation to monitor the impact of its work with evidence for funders and other stakeholders.

Monitoring and evaluation

Positive Life has a systematic approach to monitoring and evaluation of client progress and service impact.

Continually reviewing our Strategic Plan, we aim to ensure continuous improvement through a robust framework for service delivery, awareness raising, lobbying and campaigning, advocacy, community engagement policy work etc. that will help us achieve our overarching vision to reduce the stigma surrounding HIV in NI. Over the coming years we aim to:

- Sustain our package of services centred around one-to-one support with practical and emotional issues along with counselling and aromatherapy to address the health needs of people living with HIV.
- Pro-actively engage with service users to build confidence and capacity for self-representation and advocacy.
- Sustain the provision of social opportunities and events including group activities, events and outings which tackle the isolation of people living with HIV.
- Develop the confidential telephone helpline service to address prevention and 'remote' support for individuals, exploring ICT options for service provision.
- Explore new services and activities: life coaching, work with couples, and promotion of our testing service. This will include a HIV Rapid Testing Service with pre and post counselling support.
- Sustain awareness work to address myths around transmission, educate people about the realities of living with HIV and to address misinformation and stigma that people living with HIV face on a daily basis.
- Develop advocacy work to provide a voice for people living with HIV and a constructive mechanism for lobbying service providers and policy makers. There is currently no provision for such work in Northern Ireland and we aim to be the leading advocates in this area.
- Lead on the Fast Track Cities Initiative to achieve the World Health Organisations target to reach zero new HIV diagnosis by 2030.
- Develop stronger external relationships and partnerships with voluntary and statutory sexual health providers.
- Continually review governance to ensure the stability of the organisation and the optimum management and structural arrangements for our mission and clients.

For more information, please see our [Strategic Plan](#) and most recent [Annual Review](#).



Introduction to Informing Choices NI

Informing Choice NI (ICNI) are a sexual and reproductive health charity based in Northern Ireland. We were in 2019 following the closure of the Family Planning Association (FPA).

Through our Board of Trustees and staff team we hold much of the history associated with FPA and the role it played in contributing to the improvement and change in societal attitudes towards sexual and reproductive health in Northern Ireland. This work continues, and is evolving, through ICNI

We champion informed choices around sex, sexuality and reproductive health and emotional wellbeing through advocacy, counselling, education, information, and training.

Underpinning our work is the principle that all citizens have the right to access high-quality information, education, and sexual and reproductive services without prejudice or discrimination.

Our vision is a society where individuals have the right and freedom to make informed choices about their sexual and reproductive health.

Our mission is to champion informed choices around sex, sexuality and reproductive health and emotional wellbeing through advocacy, counselling, education, information, and training.

We value integrity, equality, and diversity as well as open and honest communication and are committed to providing high quality standards and innovative practices in everything we do.

Strategic Objectives

We work towards five strategic goals which are as follows:

1. Improve the quality, consistency and accessibility of ICNI's services so we can continue to support and serve the diverse society in which we live;
2. Sexual and reproductive health services will be readily accessible to meet the needs of all citizens of Northern Ireland;
3. High quality, consistent and inclusive relationships and sexuality education (RSE) will be available within all schools and expanded within community settings;
4. People with learning, sensory and/or physical disabilities will have access to high quality information, education, support and training programmes; and
5. Be a resilient and robust organisation equipped to respond to the demands of the external environment.

Each goal is supported by a series of outcomes which will specify the changes we want to see and how we will achieve them. Further information can be found in our [Strategic Plan](#).



Service Delivery

ICNI provide a range of services which include:

- A sexual health helpline which offers information and support across a range of sexual health issues including pregnancy, abortion, contraception and sexually transmitted infections;
- Pregnancy choices and post pregnancy counselling support;
- Relationships and sexuality education (RSE) programmes to parents (Speakeasy Programme) and individuals with a learning disability and autistic people (Just Ask);
- An Understanding Masculinity Project which focuses on emotional wellbeing and men;
- A Menopause Project which is an education, research and training project between ICNI and Ulster University;
- Free sexual and reproductive health patient information booklets to organisations and services across Northern Ireland;
- The Big Sexy Talk podcast which discusses a range of sexual and reproductive health issues with key decision makers; and
- Training to professionals.

Further information regarding our work can be found in our [Annual Report](#).

IMPORTANT INFORMATION

Guidance for Completing your Application Form

We have identified a number of areas of competence required for role and these are in the Person Specification we have provided for you below. When completing your application it is imperative that you **provide specific information in describing what you have done to demonstrate how your knowledge skills and experience meets each of the criteria.**

We recommend that use the STAR model and that your description includes each of the following:

- (i) your role at the time with dates
- (ii) the nature of the **situation** you faced and when it took place;
- (iii) the **task** you faced
- (iv) the **action** you completed and how this shows the competence we seek
- (v) the final **result** of the task
- (vi) your contribution to the final result.

It is helpful for the panel if you present your responses in a clear and concise format. Applicants who simply state that they can meet the criteria, reword the criterion or job description and do not provide clear supporting evidence will not be considered as having demonstrated that the criterion is met.

For the purposes of short-listing for interview, please be aware that **the panel will only see part B of your application form** – they will not see your personal information or employment history. They will make their decision to interview on the basis of how well candidates address the criteria contained in the person specification.

In the event that a large number of candidates fulfil all the minimum requirements, **the panel reserves the right to include the desirable criterion** in the first instance, and **further enhance some or all of essential criteria in the second.**

CVs will not be accepted and you **must not change the format or layout of the form.** **Only information included on the 8 pages of the formal application form will be considered.** If your application exceeds 8 pages, only the first 8 will be considered.

Please also note that application forms should be completed **in black ink**, either in your **own hand-writing using capital letters**, or type-written in **font size 12 minimum.** Illegible applications or those which do not comply will not be short-listed.

Finally, please ensure that your application form is signed and that the monitoring form is enclosed / attached with your application.

For e-mailed applications a typed signature is sufficient and you will be asked to sign a hard copy should you be invited for interview.

Incomplete applications will not be considered.

RECRUITMENT SCHEDULE

CLOSING DATE FOR RECEIPT OF COMPLETED APPLICATIONS

12 noon on Tuesday 7th May 2024

APPLICATIONS RECEIVED AFTER THIS TIME WILL NOT BE ACCEPTED



SHORTLISTING
Wednesday 8th May 2024



INTERVIEW
Wednesday 15th May 2024



ANTICIPATED START DATE
Monday 3rd June 2024 or as soon as possible afterwards

Unfortunately it will not be possible to re-arrange the recruitment process.

Applicants need to ensure that they will be available for interview on the date indicated.