



Job Title: Communications and HIV Prevention Officer

Organisation: Hwupenyu Health & Wellbeing Project SCIO

Reporting to: Health & Wellbeing Project Manger

Salary: £23,000 Pro rata

Hours of Work: 3 days a week (21 hours)

Status: Part -Time

Location: Glasgow

Purpose of the Position

Founded in 2014, Hwupenyu Health & Wellbeing is a community-based project based at the Adelphi Centre in Glasgow. Hwupenyu caters for the ethnic minority communities living in Scotland with HIV, diabetes (Type 1 and 2), hypertension and poor mental health. The Organisation allows people in the ethnic minority communities living in Scotland to have a space where they can be themselves and have a voice about their own health and lives. The project delivers services and activities that place an emphasis on access, prevention, treatment, and therapeutic services in a culturally sensitive way.

We currently have a new vacancy position for a Communication and HIV Prevention Officer who will be responsible in increasing our online and virtual presence. Also reaching out to the BME community providing information on HIV prevention and educating people of acquiring or transmitting HIV.

A PVG Disclosure will be required for this post.

Main Responsibilities & Duties include:

- Maintaining the websites, newsletters blogs and social media accounts.
- Providing HIV prevention education in individual sessions, workshops and social marketing activities or on-going awareness sessions in person or online
- Prepare and develop all program sessions including materials, fliers and other printed materials required by the program or client's needs.
- Co-ordinate with other staff and manager for health education and materials approval.
- Maintain records and evaluations of outcomes.
- Represent the project at community meetings.
- Any other suitable duties as required.



Person Specification:

The candidate will demonstrate an understanding of issues facing HIV prevention and testing in the UK and have values that align with those of Hwupenyu Health and Wellbeing. The candidate will be passionate, motivated and committed to work of the organisation.

- We require someone with strong communication skills both person to person and online. They will be kind and compassionate with a strong sense of confidentiality and understanding of the needs of others.
- Knowledge of HIV is key element of this role as they will be sharing complex information in a way that is easy for others to understand. This may be from lived experience or from formal education.
- Knowledge of computers and social media is very important for this role, as a lot our work is now taking place online. We want to take big steps with this in the next few months. Any computing qualifications will be a bonus.
- We are looking for someone with confidence in seeking out new information and updating our website at regular intervals.
- We are a small team, so being able to take initiative, plan ahead and prioritise task is definitely advantageous.
- Experience in networking, community-based working and grant writing would also be beneficial

Competency: To perform the job successfully, the Communication and HIV Prevention Officer must demonstrate the following Competencies

1. Excellent written and communication skills
2. Ability to coordinate multiple assignments
3. Proficiency in English grammar and composition
4. Proficient with computer systems and social media
5. Strong interpersonal skills and professional attitude
6. Ability to represent Hwupenyu Health and Wellbeing in a professional manner at all times

To apply for this position of Communications and HIV Prevention Officer, please send a copy of your CV and Cover letter detailing why you are suitable for this position to yaa.nipah@hwupenyuproject.org