

**Sexual Health West**

**Sexual Health - Education & Prevention Role**

**Job Description**

**Accountability:** Accountability to the Board of Directors, Day to day accountability to the CEO and WISER Coordinator. Supervision will be provided by the WISER Coordinator.

**Responsibilities:**   Responsible to the CEO, WISER Coordinator and the Board of Management.

**JOB SUMMARY**

1. To undertake and deliver education work and programmes on sexual health and related issues.
2. To develop new and existing education services for the organisation.
3. To participate in the evaluation and monitoring of the education service.
4. To work with external partners and other sectors of the organisation.
5. To deliver and support the Rapid HIV & Syphilis Testing Service
6. To develop and support our social media platform’s including Facebook, Instagram, Twitter and our websites.

**KEY TASKS**

* To develop and deliver appropriate sexual health education programmes, workshops and seminars to identified community groups in particular with Ukrainian Refugees, International Protection Applicants, within schools, youth/college services, and in the wider community.
* To develop and provide appropriate training programmes for relevant professionals.
* To source new and existing training materials suitable for use within the education service and to develop new materials where appropriate.
* To network with other appropriate agencies both voluntary and statutory.
* To prepare necessary reports and maintain records regarding services delivery.
* To attend supervisory meetings and appraisals.
* To undertake further training and development in order to maintain an up-to-date and efficient service.
* To liaise with other sectors of Sexual Health West, including the directors, other staff members and volunteers.
* To contribute to and support Sexual Heath West’s ongoing Social Media activity.
* To work in partnership with the WISER Coordinator, the WISER team and the CEO.
* To perform any other duties commensurate with the nature of the post.

**Note - Full clean driving licence and own transport essential**

This job description may be altered from time to time based upon consultation with the employee and the CEO / WISER Coordinator.

**HOURS**:   9.00am – 5.00pm Monday to Friday (35 hours) for Full Time Role

 9:00am – 5:00pm Monday – Thursday (28 hours) for Maternity Cover Role

**HOLIDAY:** 25 days per year plus public holidays for Full Time Role

 20 days per year plus public holidays for Maternity Cover Role

**SALARY SCALE:** €30,000-€40,000 for Full Time Role

 €30,000-€40,000 Pro Rata for Maternity Cover Role

**COMPANY PENSION SCHEME:** On successful completion of probationary period

For more information on Sexual Health West visit [www.sexualhealthwest.ie](http://www.sexualhealthwest.ie)

For more information on our WISER Education Programmes visit [www.bewiser.ie](http://www.bewiser.ie)