# Job Description

<table>
<thead>
<tr>
<th>Job title:</th>
<th>Adult Outreach Worker (Sexual Health)</th>
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<tbody>
<tr>
<td>Responsible to:</td>
<td>Operations Manager</td>
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<tr>
<td>Responsible for:</td>
<td>Not Applicable</td>
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<tr>
<td>Hours of Work:</td>
<td>28 hrs per week, including some unsociable hours</td>
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<td>Location:</td>
<td>Office base and outreach work in Leeds area</td>
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<td>Salary and benefits:</td>
<td>£23,420 pro rata Holiday entitlement is 27 days p.a. pro rata plus bank holidays 4% contributing pension</td>
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## Job Purpose

To provide appropriate emotional and practical support to women involved in sex work. Working within a harm reduction framework, you will be supporting women in safer working practices and providing access to sexual health services and making appropriate referrals for women who require additional emotional and/or practical support.

## Department/team

The Adult Outreach team work across Leeds providing services to women (and those identifying as women/non-binary) involved in all aspects of the sex industry. The team work to Basis’ organisational values, taking a rights based approach and provide evidence based services to enable and empower women to make positive choices. The team have an established reputation for providing high quality, effective safety advice, information and support, enabling safer working practices. Services are provided within the community, on evening outreach and at venues as women determine.

## Duties and key responsibilities

1. **Delivery**
   1.1. Ensure that sex workers have access to sexual health interventions in line with funder expectations and client need.
   1.2. Provide harm reduction interventions to women to empower them to engage in safer working practices
   1.3. Take responsibility for co-ordinating and delivering joint partnership working to sex workers
   1.4. Ensure that safeguarding practice is embedded within working practices to effectively support those ‘at risk’
   1.5. Establish, maintain and develop good partnership working relationships with professionals and organisations both statutory and voluntary.
   1.6. Advocate for sex workers, challenging discrimination, exclusion and stigma both for individuals and within the wider community
1.7. Ensure the service maintains its strict confidentiality and protects the data of those accessing the service, sharing information to minimise harm & co-ordinate support where necessary

2. **Monitoring and Evaluation**
   2.1. Ensure ongoing recording and monitoring of project outputs and outcomes
   2.2. Manage engagement and outcome data, inputting data onto the database and collating information to produce relevant reports.
   2.3. Responsible for gathering feedback from sex workers on the service and any improvements suggested
   2.4. Support analysis of data to review service delivery

3. **Budget**
   3.1. Support the Operations Manager to ensure the project is delivered within the budget
   3.2. Provide timely information to the Operations Manager to ensure that the project budget is created and effectively managed.

4. **Partnership engagement and management**
   4.1. Ensure the maintenance and development of excellent partnership working relationships with professionals, organisations and other key stakeholders.
   4.2. Support the Operations Manager to maintain relationships with all relevant external stakeholders and organisations.
   4.3. Ensure effective representation at external meetings and events to facilitate improved understanding of sex work and related issues

5. **Communications**
   5.1. Support Operations Manager in developing relationships with local and national press
   5.2. Collaborate with the Operations Manager in ensuring that social media is effectively used.
   5.3. Ensure that information/publicity with regards to service outcomes is kept updated.

6. **General Responsibilities**
   6.1. Contribute to team meetings and organisational priorities, strategic goals and performance targets
   6.2. Support and provide supervision for volunteers
   6.3. Be flexible within the broad remit of the post
   6.4. Ensure that finance and resources are used effectively and within budget
   6.5. Work collaboratively on projects and priorities with your line manager which may vary from time to time
   6.6. Be proactive in keeping up to date with and generating development relating to your work (including policy updates)
   6.7. Abide by organisational policies and practices, and our values
   6.8. Support diversity and equality of opportunity in the workplace
   6.9. Ensure that effective safeguarding procedures and in place and are acted upon
PERSON SPECIFICATION

EXPERIENCE
- Relevant recent experience working in the women’s, housing, sexual health or sex work sector.
- A minimum of 3 years’ experience of working with women
- Experience of multi-agency partnership working
- Experience of working in a regulated environment, managing risk and following case management procedures to meet the needs of a diverse and vulnerable client group
- Working with a range of stakeholders and partnership working or strategic networking, spanning voluntary, leadership and women’s sectors.
- Planning, co-ordination and delivery of projects.
- Ensuring effective collection, collation and reporting of information.

SKILLS AND ABILITIES
- Organised and meticulous with an ability to maintain effective record keeping systems
- An understanding of how to take a rights based approach, enabling dignity, choice, respect, privacy and fulfilment into practice in a support setting
- Empathy with the needs of stigmatised and marginalised women and the barriers they face
- The ability to build relationships with service users
- The ability to complete risk assessments, needs assessments and support plans
- Effective communication skills both in writing and verbal.
- Can engage and motivate others.
- Trustworthy and work with integrity within our policy and values framework
- Exercise judgement and thinking in order to plan day to day issues in service delivery
- The ability to learn new skills and a commitment to learning in the workplace
- Can troubleshoot difficult situations, and deal with such situations calmly, efficiently and effectively.
- Writing skills - production of monitoring reports and the ability to write succinct documents on complex areas.
- IT skills at a level that supports report writing, email, internet use, presentations and data input.
- Self-motivated with ability to work alone but can also work co-operatively and flexibly as part of a team/with partners.
- Ability to stay focused and efficient in the face of changing priorities.

KNOWLEDGE
- Best practice guidance and research relating to:
  - Sex worker rights and legislation
  - Data Protection, safeguarding and case work
  - Use of case management systems and writing reports.
  - Web based communications.
  - Leeds localities and geography

EDUCATION/TRAINING/QUALIFICATIONS
- No one specific qualification is required, but evidence of recent continuing professional development in a professional area relevant to the post will be required. This could be for example: sexual health services, nursing/healthcare, women’s sector, sex work
PERSONAL ATTRIBUTES AND OTHER REQUIREMENTS

- Confident and adaptable.
- Able to work in a fast moving environment with multiple deadlines.
- Can travel extensively within the geographical area of work.
- Can work some evenings and weekends
- Commitment to anti-discriminatory practice and equal opportunities. An ability to apply awareness of diversity issues to all areas of work.