

## FOUR PILLARS - JOB DESCRIPTION - FP/JD/022 – GRAMPIAN SEXUAL HEALTH AND WELLBEING (GSHAW)

**JOB TITLE** – LGBT+ Inclusion Advocate.

**LOCATION** – Four Pillars, 33 Regent Quay, Aberdeen, AB11 5BE.

**REPORTING TO** – CEO

**CONTRACT HOURS** – 16 hours per week, fixed term contract – March 2026. Minimum 2/7 days p/w preferred 4/7 days p/w

**SALARY** – starting from £12.60 p/h

**RESPONSIBLE FOR** – Supporting service users and providing sexual health material/prophylaxis

**JOB PURPOSE** – Reducing HIV & STIs across Grampian by providing outreach sessions, sexual health materials, sexual health prophylaxis and guidance. Support & development of volunteers to further bolster the reach of the program, including keeping up with administration tasks. Support new business and fundraising opportunities and report back to the management team and its representatives on a regular basis.

### KEY RESPONSIBILITIES

- Establish key locations across Grampian to reach cohort groups
- Provide HIV/BBV testing kits
- Provide sexual health materials & prophylaxis
- Check in, serve and provide general advice & information to service users
- Provide 1-2-1 and group support when needed
- To attend management and committee meetings for all business divisions as and when required
- Support for fundraising events

### PERSON SPECIFICATIONS

- Organisational skills
- Basic IT skills, experience with Office 365
- Strong local community 'networking' capability
- Good social & communication skills
- A background of driving growth, performance and increased productivity within LGBT+ sector
- Personality traits to include a blend of professionalism, high emotional intelligence, authenticity and a passion for developing people
- A strategic thinker and team builder who can motivate and energise

### SPECIAL INFORMATION

- The post involves a flexible approach to ensure smooth running of activities. You will be required to attend various venues across Grampian, so a full licence and access to your own vehicle is **essential** (mileage will be covered)