

## JOB DESCRIPTION

**Job Title:** HPE Community & Outreach Manager (AAF)

**Salary:** £40,000 FTE (pro rata to £32,000 per annum)

**Hours:** 28 hours per week

**Contract:** Fixed term to March 2029, with 6-month probation

**Location:** AAF Offices, London (with travel across England)

**Reporting to:** Head of HIV Services

**Accountable to:** Director of Programmes (AAF)

**Working in partnership with:** HPE Programme Manager (THT)

### Context and Purpose of the Job

Africa Advocacy Foundation (AAF), in partnership with Terrence Higgins Trust (THT), is delivering the National HIV Prevention Programme 2026–2029 (HIV Prevention England), commissioned by DHSC to support the ambition of ending new HIV transmissions in England by 2030.

The HPE Community & Outreach Manager will coordinate and deliver AAF's Local Outreach & Partnerships activities, supporting effective, culturally competent community engagement aligned with national campaigns and local priorities.

### Key Responsibilities

#### 1. Programme Delivery & Coordination

- Coordinate AAF's delivery of Local Outreach & Partnerships activities across England.
- Support the implementation of national campaign activity in line with local priorities and community insight.
- Work collaboratively with partners to ensure joined-up delivery and avoid duplication of services.
- Support the planning and delivery of regional engagement activities, particularly in areas with lower testing uptake and higher rates of new diagnoses.
- Facilitate the sharing of relevant information and insights between community partners and the national programme team.

## **2. Community Engagement & Outreach**

- Support with the establishment and coordination of a Community Advisory Group to support meaningful community involvement in programme delivery.
- Recruit, train, and manage a network of Community Champions to support peer-led engagement and outreach.
- Plan and deliver outreach activities and events in community settings, including festivals, Pride events, and culturally relevant spaces.
- Ensure outreach is culturally competent, accessible, and responsive to the needs of priority populations.
- Integrate HIV testing, PrEP awareness, and broader sexual health messaging into all outreach activities.

## **3. Capacity Building & Training**

- Organise and deliver training for professionals and stakeholders across health, community, and voluntary sectors.
- Coordinate the delivery of training to strengthen HIV prevention knowledge and cultural competence.
- Support community organisations to strengthen their capacity to deliver HIV prevention activities safely and effectively.
- Contribute to wider programme learning through webinars, events, and conferences.

## **4. Monitoring, Evaluation & Reporting**

- Monitor delivery of outreach and engagement activities against agreed targets and KPIs.
- Track outputs including community engagement, champion activity, training delivery, and event reach.
- Collect and collate data and evidence to support programme evaluation.
- Produce quarterly and annual reports for the consortium and DHSC.
- Ensure compliance with safeguarding, data protection (GDPR), and quality standards.

## **5. Community Mobilisation Fund Oversight**

- Support delivery through a portfolio of funded community organisations annually.
- Act as the main point of contact, building positive working relationships with funded partners.
- Monitor delivery, collect and review activity data, and track performance against agreed outputs.
- Support partners to meet reporting requirements and maintain accountability across funded activities.

## Person Specification

### Essential

- Minimum 5–7 years' experience delivering HIV or sexual health programmes.
- Good understanding of HIV prevention, including PrEP, testing pathways and stigma reduction.
- Experience working with Black African communities and/or other underserved populations.
- Experience working in partnership with community, voluntary and statutory organisations.
- Experience supporting or managing funded projects or grants.
- Experience in collecting and reporting data for monitoring and evaluation purposes.
- Strong communication and stakeholder engagement skills.
- Good organisational skills and ability to manage multiple activities simultaneously.
- Confident using IT systems for reporting and programme management.

### Desirable

- Experience working within a nationally commissioned public health programme.
- Knowledge of UKHSA data, HIV Action Plan priorities, or HPE programme context.
- Experience supporting community-led or peer-led approaches.
- Relevant qualification in public health or a related field.