



## **Job description**

<b>Job Title</b>	Treatment Advocate and Information Officer
<b>Reports to</b>	Senior Advocate
<b>Salary</b>	£28,672 - £35,934 per annum dependent on experience + 6% pension contribution
<b>Hours of work per week</b>	40 hours/5 days a week/ Monday - Friday
<b>Location</b>	HIV i-Base office, London.

## **Job Summary**

HIV i-Base (i-Base) is looking for a Treatment Advocate and Information Officer. This is being advertised as a full-time role, however there may be flexibility to create two part time posts.

i-Base is a HIV treatment activist group founded in 2000. We are committed to peer advocacy and to providing timely HIV treatment information for both positive people and health care professionals.

i-Base has developed key resources and services and we are recognised and trusted for providing treatment information both nationally and internationally.

This post involves helping with all aspects of treatment advocacy at the project. This includes:

- responsibility for running the treatment information phonenumber and answering other questions that are sent by email and posted on the i-Base website ([www.i-Base.info](http://www.i-Base.info)). The phonenumber hours are Monday to Wednesday, 12 to 4 pm.
- contributing to other i-Base resources, including generating articles online, updating sections of i-Base printed guides and hopefully also writing for HIV Treatment Bulletin.

Training can be provided for all areas of work, but candidates need to already have a good basic knowledge of HIV treatment and good written and spoken English.

HIV i-Base is an equal opportunities employer. Applications from HIV positive people are encouraged.

**Main duties and responsibilities:**

1. To provide treatment information related to the care of HIV positive people infected and some areas of HIV prevention (for example PEP, PrEP and U=U).
2. To make sure that the phonenumber is properly staffed during operational hours and to take phonenumber notes and log them (all data is anonymised).
3. To make sure that internet and phonenumber information requests are dealt with on a timely basis.
4. To maintain and review data collection systems and to include these in funding applications as needed.
5. To identify, research and write up topics which may arise from email or phonenumber experience or new treatment initiatives in easy to understand formats for distribution through treatment training groups and elsewhere.
6. To find appropriate information that will give a caller choices that they might not otherwise be aware of. To listen and understand as well as give referrals where necessary to people who call the phonenumber and to respond in supportive and appropriate ways to electronic requests for information.
7. To help maintain the library.
8. To participate in and occasionally organise treatment training programmes with other organisations.
9. To ensure that the confidentiality of the callers.
10. To contribute to the i-Base Facebook page and social media as appropriate.
11. To help with proof reading and other editorial requirements.
12. To be a member of the UK-CAB.
13. To be flexible for training opportunities, for example, to attend BHIVA and other medical meetings.
14. To be flexible for other related areas covered by i-Base.

## **Personal Development**

1. To develop and maintain an active interest and awareness in treatment and research relating to HIV care.
2. To participate in meetings as required.
3. To participate in supervision and appraisal.
4. To help in training and development workshops.
5. To get involved with other advocacy roles as identified by the organisation in conjunction with your line manager. For example, to be a community representative on a research study or guideline panel. The post can also be flexible to develop your own areas of advocacy interest.
6. i-Base offers support and training to develop high level skills and experience as a health activist.

## Person Specification

Experience/Skills		Essential/desirable	Assessment method
1	A good knowledge of HIV treatment information, prevention and related issues.	E	A/I
2	A good level of written and spoken English.	E	A/I
3	Experience of using Microsoft Office computer packages (such as Word, Excel, PowerPoint), and also systems to share information in accessible formats for a wide and diverse user base.	E	A/I
4	An interest and ability to understand HIV research and evidence-based medicine and to explain in simple terms.	E	A/I
5	To be able to work independently, under guidance, but largely self-managing.	E	A/I
6	Excellent communication skills, including the ability to actively listen and give information clearly and concisely as well as share expertise and knowledge to facilitate the work of others.	E	A/I
7	Experience of working in a membership or network organisation.	D	A/I
8	Experience and confidence in running workshops.	D	A/I

9	Experience of operating a phonenumber. This can, however, be provided by on-the-job training for an otherwise suitable candidate.	D	A/I
10	An interest in communication, including social media.	D	A/I
11	Experience of data collection	D	A/I
12	Experience of fundraising/reporting.	D	A/I

Criteria assessment methods: Application = A; Interview = I