

Sophia Forum Research and Peer Support Project Coordinator

Job title: Research and Peer Support Project Coordinator

Salary: £30,000 pro rata

Time commitment: 2 days per week for 3 years (working patterns negotiable)

Accountable to: Director

Sophia Forum is a national UK charity which promotes and advocates for the rights, health, welfare and dignity of women living with HIV through research, raising awareness and influencing policy. Its work reaches women with different ethnic, faith and gender identities, sexual orientations, ages, immigration status and relationships with the criminal justice system.

Women represent roughly a third of people living with HIV in the UK. However, women living with HIV remain extremely under-represented in medical trials, programmes, policy and research. They also often face complex issues, including violence, stigma and poorer mental health. Moreover, trans women are often invisible in the response to HIV and experience far greater intersectional difficulties when accessing healthcare and meaningful engagement in HIV spaces.

Sophia Forum ensures that women living with HIV are meaningfully involved in all its work and is led by a collective of women of diverse ethnicity, age, gender identity and sexual orientation.

Some of our activities include:

- an advocacy programme;
- bringing together information and research on issues affecting women living with HIV;
- creating partnerships with organisations and individuals delivering services;
- building relationships with policy makers.

Sophia Forum trustees have been working tirelessly since its inception in 2008 to meet our advocacy aims and deliver meaningful events and resources to the communities we support. As both our voice and footprint grow, we are keen for our team to grow.

We are seeking to appoint a **Research and Peer Support Project Coordinator** who will contribute to a range of exciting Sophia Forum programmes, with a focus on our new project which is part of the HIV improvement fund awarded by Fast-Track Cities.

Role description

Women and Ageing is a partnership between Positively UK, Sophia Forum, NAM and University College London (UCL) funded through the Fast Track Cities Improvement and Collaborative Project Fund.

The aim is to improve the quality of life of women with HIV aged ≥ 40 by providing support and information, training and advocacy around ageing through a tailored, sustainable, holistic modeled project:

- Raise awareness of the impact of ageing among women with HIV;
- Provide information on HIV and ageing to women with HIV;
- Provide holistic support for women around ageing and HIV, and signpost to relevant services;
- Advocate and campaign on specific issues faced by older women with HIV;
- Facilitate professional development of women with HIV to help them to move out of poverty.

The candidate will:

- Oversee and coordinate all project activities in line with the agreed project plan, key milestones and evaluation framework.
- In collaboration with Positively UK, and the advisory board develop research components of the project, including collection and analysis of qualitative data.
- Produce a range of advocacy and policy reports with evidence recommendations based on collected data.
- Create training manuals for peer-mentor and train the trainers based on study data.
- Contribute to the production of written and audio-visual project resources and the dissemination of findings via online platforms and organised events.
- In partnership with Sophia Forum's Director develop and work within the evaluation framework to demonstrate impact and effectiveness of the project.
- Ensure all project and client information is securely maintained to meet both Sophia Forum and partnering organisations requirements and ensure all monitoring, information and evaluation reports are completed to agreed deadlines.
- Commit to (funded) personal development training in Peer Mentoring & Education and Training qualifications.
- Work with Sophia Forum in building our organisation as it expands (pending further funding).
- Engage with the Director, Board of Trustees and Advisory Board for the project as required.

If you are interested in applying for this role, please send your CV and an expression of interest of no more than 2 pages to info@sophiaforum.net. Please ensure you demonstrate how you cover the job specifications in your expression of interest letter. If you would like to discuss any questions with one of our trustees prior to your application, please get in touch.

We look forward to receiving your application.