



**BRANDON CENTRE FOR COUNSELLING AND PSYCHOTHERAPY  
FOR YOUNG PEOPLE**

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**A. OUTLINE OF POST**

<b>Job Title</b>	C-Card Coordinator and Sexual Health Education Facilitator
<b>Contract</b>	Initially fixed term until 31 March 2020, renewal subject to funding
<b>Hours of work</b>	35 hours per week, some evenings and occasional weekend work required
<b>Salary</b>	£26,000 per annum
<b>Place of work</b>	The Brandon Centre, 26 Prince of Wales Road, London NW5 3LG and community settings
<b>Managed by</b>	Education and Outreach Manager (Contraception and Sexual Health)
<b>Accountable to</b>	Service Manager (Contraception and Sexual Health)

**B. JOB SUMMARY**

The role is responsible for the provision of the C-Card Coordination (in the community and pharmacies), Workforce Development training and sex and relationships (SRE) sessions in schools and colleges. This role sits as part of Camden and Islington's Young People's Integrated Sexual Health Service (CAMISH) and also provides support to The Brandon Centre's Sexual Health Clinic.

**BRANDON CENTRE OVERVIEW**

The principal objective of the Brandon Centre has always been to provide a professional, accessible and flexible service which responds to the psychological, medical, sexual and social needs of young people age 12- 25 yrs.

Services include:

- individual counselling and psychotherapy for young people, using a range of evidence based therapies
- contraception and sexual health services

- systemic integrated treatment for families
- parent management programmes
- therapeutic work in community settings (outreach)

## **C. PRINCIPAL DUTIES AND RESPONSIBILITIES**

### **General:**

- Work with the contraceptive and sexual health team, to provide patient-centred, high quality care to all clients, specifically in the areas of contraceptive and sexual health as detailed above.
- Treat all patients in a sensitive and non-judgmental manner.
- Maintain confidentiality in accordance with national, local and Brandon Centre policies, with specific consideration to those under the age of 16 years.
- Assist with medical reception duties and responsibilities as required, which includes having some flexibility to cover holidays and absences.
- Promote the work of the Brandon Centre to young people (especially those who are traditionally 'hard to reach'), the CAMISH Network, other professionals and allied services, through attending meetings, collaborative working, and attending publicity events and assisting with the production of publicity material.
- Meet and greet professionals wishing to visit the centre to find out more about its work.
- Attend events to promote the work of the Brandon Centre and the Network to both professional groups and groups of young people.
- Produce timely data to the Service Manager for the quarterly report to the Commissioner.

### **C-Card Scheme Provision**

The service aims to improve the use of condoms amongst Camden and Islington's young people, by providing high quality free condoms of the young person's choice, whilst ensuring that young people have the information, education and skills to use condoms safely and effectively. Specific duties include:

- Co-ordinate the C-Card scheme in both the community and pharmacies for either Camden or Islington
- Provide on-going support and quality assurance to trained C-Card scheme providers to ensure good uptake.
- Adequately advertise and promote the scheme to local people & involve young people in the development of the scheme.
- Record all activity for monitoring and evaluation purposes.
- Manage the Pan London element of the scheme and monitor usage from within the borough and other boroughs.
- Manage the budget for condoms, lubricant, training and information materials.
- Manage the budget and distribution of Emergency Hormonal Contraception pharmacy packs.

## **Workforce Development**

Deliver the provision of an annual programme of training to frontline staff in the children's workforce within Camden and Islington. Training covers (but is not limited to) relationships, pornography, sexual health, reproductive health/contraception, chlamydia/gonorrhoea screening. Specific duties include:

- Work with NHS Camden and Local Authority communication teams to ensure effective publicity of the scheme
- Promote and advertise training, monitoring uptake and ensuring engagement of a broad range of stakeholders.
- Ensure that staff are confident and competent to support young people with SRE issues.
- Equip those working with children and young people to contribute to the Camden and Islington Young People's Sexual Health Network outcomes.

## **Sexual Health and Relationship Educations (SRE)**

Deliver SRE in schools and colleges using the lesson formats and activities provided by the SRE Network Co-ordinator and in line with our Key Performance Indicators. Specific Duties include:

- Work as part of a team of SRE practitioners, facilitating and delivering educational sessions to the schools and colleges in Camden and Islington and promoting the clinics within the Network.
- Attend regular meetings for Sexual Health and Relationship Practitioners (SRE), and any other relevant meetings for role.
- Support the development and delivery of programmes that cover the four core topics of sexual health: STI (Sexually Transmitted Infections); contraception; access to services; and HIV and any issues identified through feedback from practitioners, teachers or PSHEE Coordinators.

## **C-Card Pharmacies**

The Brandon Centre has been commissioned to implement c-card scheme and STI testing in pharmacies across Camden and Islington. The pilot works specifically with pharmacies that are currently contracted to supply free emergency hormonal contraception and include -:

- The provision of condoms through the Pan-London C-Card 'Come Correct' scheme to under 25s in pharmacies.
- A provision of chlamydia and gonorrhoea testing to under 25's via pharmacies
- Evaluation and monitoring of the pilot scheme including review how the new sites can be integrated into the overall c-card provision.

## **Service user involvement**

- Facilitate broader participation activities across the whole service, in line with the Centre strategy under the direction of the Service Manager for contraception and sexual health service.

- Consult young people on changes to the service and design creative methods of consultation in collaboration with young people whenever possible.
- Contribute to the development of creative ways for young people to be involved in decision making about their treatment at the Brandon Centre.

### **General**

- Monitor and evaluate work as required, keeping secure written and statistical records of work undertaken and providing reports as required
- To monitor and track all expenditure and project costs.
- Provide support to administrative staff on Outreach and Education related task as directed by the Outreach and Education Coordinator.
- Ensure effective communication within the Outreach and Education team and partner agencies.
- Cover reception and administrative duties when required on an ad-hoc basis
- To assist with medical reception duties and responsibilities as required, which includes having some flexibility to cover holidays and absences e.g. due to sickness

### **General responsibilities for all Brandon Centre staff**

All employees of the Brandon Centre are required to observe legislation, Brandon Centre policies, standards and guidelines relating to confidentiality, information governance, risk management, safeguarding children, safeguarding adults, equal opportunities, data protection, freedom of information, health and safety, infection control, and the Health and Social Care Act 2008 (previously known as the Hygiene Code).

### **Confidentiality and data protection**

All Brandon Centre employees are required to ensure that personal data and personal information concerning service users and staff is protected at all times, to maintain confidentiality in accordance with the Brandon Centre's policy on confidentiality and information governance, and data protection legislation.

Staff are required to obtain, process and/or use personal information in a fair and lawful way, to hold personal information only for the specific registered purpose, and to only share or disclose data to authorised persons or organisations following the strict guidelines and principles as outlined in Brandon Centre policies as instructed.

All Brandon Centre employees are expected to sign a confidentiality agreement on taking up their post at the Centre.

### **Safeguarding of children and adults**

All staff have a responsibility to safeguard and promote the welfare of all children and adults that they come into contact with during the course of their work at the Brandon Centre. The post holder will receive the appropriate level of training, both at induction and on an ongoing basis. She/he is

responsible for ensuring that they are familiar with, understand and always work within the safeguarding policies of the organisation.

### **Health records, record keeping and record management**

All staff have an obligation to ensure that patient records (both paper and electronic) are maintained in accordance with Brandon Centre policies, to facilitate clinical care and effective administration, and to ensure that confidentiality is protected at all times. All staff are advised to compile records on the assumption that they are accessible to patients in line with the Access to Health Records Act 1990.

### **Equality and Diversity**

The Brandon Centre is committed to equality in employment and service delivery. Its Equal Opportunities Policy aims to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, race, colour, religion, marital status, sexuality, age or disability and is not placed at a disadvantage by conditions or requirements which cannot be shown to be justified. All those working for Brandon Centre are expected to actively promote equality and diversity in all aspects of their work.

### **Health and Safety**

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

### **Infection Control**

The post holder will ensure compliance with the Brandon Centre's Infection Prevention and Control policies and procedures, and the Health and Social Care Act 2008, ensuring that the risk of healthcare associated infection to service users and staff is minimised.

### **Waste disposal**

All staff must ensure that waste produced within the Centre is disposed of in such ways that control risk to health or safety of staff and the public alike in accordance with relevant legislation and procedures contained within the policy.

### **Smoke free environment**

There is a no smoking policy in operation in the Brandon Centre. In accordance with this policy smoking is positively discouraged and is not permitted on the premises.

This job description is designed to reflect duties currently incorporated in this post. These may change in light of a change in the service provided by the Centre, but any such change will be fully discussed with the post holder. This job description is subject to an annual review.

**PERSON SPECIFICATION: C-Card Coordinator and Sexual Health Education Facilitator**

<b>QUALIFICATIONS</b>			
<b>Description</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
Degree/equivalent or recognised qualification to diploma level or above		Yes	Original certificates and Application
Training qualifications	Yes		Original certificates and Application
Evidence of continued professional development	Yes		Original certificates and Application
<b>EXPERIENCE</b>			
<b>Description</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
Experience in the design and delivery of training to professionals and young people	Yes		Application and Interview
Up-to-date knowledge of STIs, Contraception and Relationship Education	Yes		Application and Interview
Experience of working with young people and clients from diverse backgrounds	Yes		Application and Interview
Experience of issues impacting on young people, including young men and other hard to reach and excluded groups	Yes		Application and Interview
Experience of coordinating a service, meeting KPIs and liaising with a range of stakeholders	Yes		Application and Interview
Experience of working within quality assurance frameworks	Yes		Application and Interview
Experience of developing client participation strategies and events		Yes	Application and Interview
Experience of management and supervision	Yes		Application and Interview
<b>SKILLS AND ATTRIBUTES</b>			
<b>Description</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
Engaging facilitator of sex and relationship education	Yes		Application and Interview
An understanding of and adherence to confidential requirements	Yes		Application and Interview

Ability to use own initiative	Yes		Application and Interview
Positive, enthusiastic and self-motivated – able to work with minimal direction and determine own workload priorities	Yes		Application and Interview
Ability to work as part of an integrated multi-skilled team	Yes		Application and Interview
Ability to work under pressure and to competing deadlines	Yes		Application and Interview
Ability to network and build sustainable working partnerships with other agencies	Yes		Application and Interview
Excellent communication (verbal and written) and interpersonal skills particularly with young people	Yes		Application and Interview
Ability to devise, implement, monitor and evaluate project work and produce reports	Yes		Application and Interview
Excellent computer skills and competent to manage IT systems	Yes		Application and Interview
Good time management	Yes		Application and Interview
Proactive problem-solving and solutions-focussed approach	Yes		Application and Interview
Able to work flexibly as required	Yes		Application and Interview