



Herpes Viruses Association

Registered charity 291657

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e-mail: info@herpes.org.uk

JOB DESCRIPTION: Deputy Director

Reports to: Director

Salary and conditions: £32,500 for 35 hours a week with TOIL (time off in lieu) for working outside normal working hours. Conditions of service are consistent with comparable roles within a Local Authority setting. Holiday entitlement is 25 days a year; maternity provision and sick leave are in line with Local Authority terms and conditions.

Purpose of the job: To deputise for the director when required and take the lead on specific areas. To support those infected with HSV and shingles, so as to reduce the stigma and normalise attitudes towards the condition.

1. Supervise a small office and manage all office systems and routines to the required standard, which includes responding to enquiries from subscribers, members of the public, professionals, politicians, and funders.
2. Maintain the membership and subscription records, "Let's Get in Touch", invitations, and co-ordinating helpline volunteers, in accordance with relevant guidance and legislation (e.g. GDPR).
3. Keep informed of, and encourage developments in, herpes simplex research, online reports and other related publicity, and communicate with researchers, publishers, and pharmaceutical companies.
4. Research and update information sent out to members, health professionals, and published on the HVA and SSS websites, in line within the Information Standard process.
5. Write, edit and create/supervise the layout of the quarterly journal "SPHERE" for both the print version and the e-version.
6. Compile and write the Annual Report. Comply with Charity Commission requirements by uploading it together with the annual accounts on the Charity Commission website.
7. Manage the content of the two websites: www.herpes.org.uk and www.shinglessupport.org.uk

8. Commission or conduct surveys (including online surveys e.g. SurveyMonkey) to increase demographic information about the experience of genital herpes.
9. Represent HVA at conferences and seminars, deliver presentations in public: e.g. on TV/radio, in newspapers, at sexual health clinics' training sessions etc.
10. Liaise with media and health professionals, keeping the director and/or Management Committee informed of developments.
11. Work with the director and Management Committee to apply regularly for funding to secure sufficient income to meet the charity's financial obligations and maintain a reasonable level of reserves.
12. Assist with managing the budget: supervise and monitor the office bookkeeping, petty cash and monthly cash balances to ensure the charity remains solvent.
13. Lead on the sales of goods and maintain data on sales of goods and memberships, providing quarterly reports to the director/Management Committee.
14. Provide the information required by the Independent Examiner for the year end accounts. Liaise with the director and/or Honorary Treasurer as required and keep him/her apprised of any risks, opportunities or developments.
15. Recruit, train, support and coordinate helpline volunteers. Support the development of local support groups around the country.
16. Counsel people with herpes simplex and their partners and families: on the phone, by email, face-to-face, etc.
17. With other staff/volunteers, deliver workshops to members who may be experiencing stigma-related trauma, in order to recover their self-esteem.
18. Deputise for the director at Management Committee meetings (these may take place evenings or weekends usually monthly). Attend the Annual General Meeting (usually a Saturday), contribute to the agenda, take minutes and implementing Committee policy in areas specified.
19. Work flexibly to ensure that services are maintained.

Person specification

Knowledge and Experience

Personal knowledge of the herpes viruses is an advantage but alternatively, you will have experience in the area of sexual health and the psychology of stigma and be willing to learn about the herpes family of viruses, with sufficient medical knowledge to be able to learn about the specialist work of the HVA in order to deliver an effective service.

Experience of working with volunteers, working as a team, and of managing a varied and heavy work, including effective prioritizing to achieve specified outcomes within given timescales. Experience of managing volunteers will be an advantage.

Experience of speaking in public **or of** training others, even in an informal or "on the

job" setting, are useful. Topic training will be given.

Skills

Leadership:

You will be **interested in learning how** to lead projects and be ambitious, both for yourself and for the charity, in order to develop your role. You **must learn** to be able to challenge the assumptions associated with the herpes simplex virus convincingly.

You must be self-motivated, willing and able to learn, work quickly, with a minimum of supervision and with a high degree of accuracy.

Communications:

Excellent writing and presentation skills, such as are required to communicate with a wide range of audiences, be it members of the public, medical professionals, influencers, politicians, or funders, are essential.

Written communications include correspondence, articles, leaflets, applications.

Presentation skills include

- Those required to produce attractive journals, including online versions, PowerPoint presentations, and funding applications (where necessary using graphs and pie-charts to demonstrate a point)
- Public speaking, to live audiences and on audio-visual media.
- Graphic layout skills are desirable, but alternatively, you can have a willingness to learn them and be able to demonstrate transferrable skills.

Interpersonal:

You can listen and accept other peoples' choices in a non-judgmental and non-discriminatory way. The HVA/SSS supports people from all walks of life and backgrounds, some of which may be very different to your own. You will be willing to challenge the inclination to stereotype those whose personal preferences and beliefs are different to yours; and conduct yourself in a diplomatic and professional way at all times, with an acute awareness of the impact poorly considered responses could have on others.

ICT:

You are a skilled Microsoft Office user and able to maximise its use to manage a heavy and varied workload. You must be competent in Excel.