



**VACANCY**  
**OUTREACH WORKER**  
**PART-TIME FIXED TERM TO 31 MARCH 2025**

**Background**

Equals is a non-governmental organisation working to promote human rights and sexual reproductive health, strengthen community engagement and capacity, and ensure stigma free access to services for the LGBTQ+ community in Barbados. We strive to achieve this through provision of services, community empowerment, sensitisation and education, and rights-based advocacy.

Since 2017, Equals has provided confidential and stigma free services in sexual reproductive health, general health, and mental health to over 500 LGBTQ+ identifying individuals. These services have been made available at a community site, which is also accessible to community members outside of clinic hours as a safe space where they can exist freely, utilising various facilities such as access to computers, kitchen amenities, and storage as well as socialising with other members of the community. Equals also provides safe spaces for the community through various activities, such as educational workshops, support groups, partnering with local bars to host LGBTQ+ friendly events, and hosting various Balls throughout the year.

Equals has recently received funding from Gilead's Zeroing In™: Ending the HIV Epidemic in Latin America and the Caribbean program to conduct the RAPID Response (Reconnecting And Promoting IDEal Response) Project. Through this program, Equals aims to improve access to its HIV related services, especially to those most at risk of contracting HIV. This is hoped to be achieved through community outreach and empowerment initiatives, and facilitating access to services.

**The Role**

This is an exciting opportunity for a passionate and dynamic entry to mid-level community outreach or event coordinator professional to join a small, creative, and influential NGO in providing services, information, tools, and safe spaces to LGBTQ+ people that will improve their standard of living in a society that stigmatises and discriminates against them.

The Outreach Worker will be responsible for assisting the Outreach and Events Coordinator with the execution of the project activities under the RAPID Response Project, which includes organising social and outreach events and promoting Equals' services, be it through one on one interactions with community members, or through the organised events. However, the Outreach Workers main role is to conduct one to one interventions with subpopulations of LGBTQ+ persons who are most at risk of contracting HIV. More details of the roles and responsibilities can be found below.

**Key Responsibilities:**

**Community Outreach**

- Support the Outreach and Events Coordinator to identify subpopulations of LGBTQ+ persons who are most at risk of contracting HIV and where they can be located.



- Conduct one to one outreach with persons most at risk of contracting HIV, provide accurate information on safer sex practices and assist them (via a referral system) in accessing services they may require.
- Ensure that those in need have access to condoms, lube, and other commodities.
- Assist in the design of any outreach / intake forms needed to record outreach activities.
- Complete outreach/intake forms when and where necessary.
- Work with the Outreach and Events Coordinator to meet monthly outreach targets set for the RAPID Response Project.
- Work with the Outreach and Events Coordinator to coordinate and manage volunteers under the peer educator programme.
- Support the Outreach and Events Coordinator with the outreach components of events specific to the RAPID Response Project.

#### Additional Responsibilities related to the role

- Prepare and update monthly and quarterly plans and track project deliverables against objectives and outcomes in collaboration with the Executive Director, Outreach and Events Coordinator, and other team members.
- Contribute to the timely delivery of monthly and/or quarterly narrative and financial reports in line with standards agreed and to meet overall project monitoring and evaluation needs.
- Conduct regular risk assessments and reviews and appropriately escalate critical issues, suggesting mitigation strategies to remedy risks.
- Work closely with the Outreach and Events Coordinator, to ensure cohesion, consistency, and the successful delivery of the organisational and project activities and events.
- Attend and contribute to regularly scheduled team meetings to discuss progress towards organisational and project specific goals
- Liaise regularly with and maintain feedback from community members and partners, informing the appropriate parties of relevant feedback so that they can take the appropriate actions to address the feedback.
- Advocate on behalf of the clients and the LGBTQ+ community for improved human rights where necessary.
- Represent the organisation at national, regional and international stakeholder meetings related to human rights issues of the LGBTQ+ community.
- Attend all related training provided to enhance the ability to execute the role.

#### **Skills and Competencies**

We are looking for someone with demonstrable experience working in a relevant sector who can demonstrate;

#### Experience with:

- Interacting with individuals with intersecting identities and different levels of marginalisation.
- Successful management of safeguarding considerations, especially as relating to vulnerable adults.



Knowledge and understanding of:

- HIV and the risks, prevention and treatment methods (including PrEP and ART) associated with the virus, and well as similar knowledge of other STIs. (Intermediate Level)
- The root causes of exclusion, especially with regard to LGBTQ+ people, from a development and/or human rights perspective. (Basic level)
- Intersectionality and how intersecting identities impact the lives of, and social issues faced by LGBTQ+ people. (Basic level)
- Project management (Basic level)
- Managing budgets to a high standard and in line with forecasted expenditure. (Intermediate level)
- Risk management and mitigation, relating to both activities and finances. (Intermediate level)

The candidate should be able to demonstrate the following personal qualities:

- A commitment to Equals' mission.
- An outgoing personality.
- An open, adaptable and detail-oriented approach to delivering high quality activities in collaboration with others.
- Excellent written and oral communication skills.
- Strong interpersonal skills, confidence working as part of a team and a proven track record of effective stakeholder relationship management.
- Good time management and problem-solving skills.
- Willingness to "pitch in" and support colleagues outside the parameters of the job description where necessary.

**Terms and Conditions**

- This role is full time, on a fixed-term basis until 31 March 2025 (with possibility of extension contingent on funding).
- Those who identify as members for the LGBTQ+ community will be prioritised for this role due to the sensitive nature of the role.
- The remuneration for this role is \$1,400 p.c.m.
- The post-holder is entitled to standard annual leave but may be required to work on bank holidays.
- The post-holder will be managed by the Executive Director.
- The post-holder will be able to work remotely, but may be requested to set aside some time to work at the Equals Office.
- 20 hours of work a week, with flexible work hours with possible requirement to work occasionally additional hours (which will accrue Time Off In Lieu).
- The post-holder must possess the right to live and work in Barbados for the period of the contract.
- Start date: 1 May 2024.
- This post is dependent on availability of donor funding and Equals reserves the right to withdraw any offer of a contract should the funding not be finalised for any particular reason. No agreement will be entered into until confirmation of funds has been received.



How to apply:

Email your CV and a two-page maximum cover letter explaining:

- (i) your interest in the role of Outreach and Events Coordinator, and
- (ii) your relevant experience as per the skills and competencies outlined above.

to [info@equalsbarbados.com](mailto:info@equalsbarbados.com) with the title **Application: Outreach and Events Coordinator**

If you have any queries relating to your application, you can also use this email, titling your communication: "Vacancy: Outreach and Events Coordinator".

**Closing date: 15 April 2024. Interviews: via Zoom, week commencing 22th April 2022.**