



## RECRUITMENT PACK

# CHILDREN, YOUNG PEOPLE AND FAMILIES CASE COORDINATOR

JUNE 2026

INVESTORS IN PEOPLE®  
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# FOR A WORLD WHERE HIV HOLDS NO ONE BACK

GEORGE  
HOUSE ± TRUST  
HIV POSITIVE LIVING SINCE 1985

## A Message From

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## Darren Knight CHIEF EXECUTIVE

I'm really excited to be recruiting a Children, Young People and Families Case Coordinator to join the team.

This is a pivotal role which supports people accessing our services who are often unseen and unheard.

Our vision of a world where HIV holds no one back is more important for this group than any other. With their whole lives ahead of them, children and young people must have support and information to enable them to grow up happy and healthily.

We are looking for a dynamic individual who can build trust, and listen and engage with individuals who have complex needs.

If you've got any questions about the role, please get in touch with Jill Cooke.

Thanks so much for your interest in this role. We look forward to reading your application.

A handwritten signature in red ink that reads "Darren." The signature is written in a cursive style with a large, circular initial 'D' and a flourish underneath.

## An Introduction To George House Trust



**George House Trust is a charity with a clear vision for a world where HIV holds no-one back. Originally established in 1985 as Manchester AIDS Line, we've evolved over the years and we now provide a comprehensive range of services and support for people living with and affected by HIV.**

We now offer more than 30 different services spanning everything from wellbeing, welfare and financial support. A big focus for our work is on social connectivity and innovative projects supporting people across a range of different issues including ageing well with HIV, supporting those with complex lives and promoting inclusion.

We currently employ 31 people and we're supported by 150 volunteers. Our organisational purpose is 'inspiring people living with HIV to live healthy and confident lives' and we're looking for someone to join our movement and share our purpose to make a positive change for people living with HIV.

## Who We Support

George House Trust supports people living with and affected by HIV. Our work includes supporting partners, families, friends, colleagues and employees.

Young, old, newly diagnosed or living with HIV since the early 1980s, our team are wholly focused on person-centred and individual outcomes so that people can live well.

**2,915**  
**PEOPLE LIVING WITH  
HIV SUPPORTED BY  
OUR PEOPLE**

“

My life was on the edge. I had a lot going on. I was able to pour everything into the counselling. It helped me so much. Now I am in a very good place, looking forward to the future. KAI

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## An Introduction To George House Trust

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**54**  
**FAMILIES**  
**SUPPORTED WITH**  
**FREE INFANT**  
**FORMULA AND BABY**  
**FEEDING KITS**

### What We Do

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A big focus of our work is on supporting people with a range of different issues relating to HIV across the whole life course, including support for young people, support for ageing well, supporting people with complex lives, tackling vulnerability, inequality and promoting inclusion.

All of our support is user led, designed with, by and for people living with HIV.

### Why We Do It

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George House Trust believes that people should have the support, information, advice and guidance that they need to live well with HIV. Everyday, we see people who face discrimination, some are living in fear and most are managing the consequence of structural and societal stigma that is unique to HIV as a health condition.

We see our role as the support service to enable people to realise their potential and focus on HIV positive living.



### Where We Work

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Our work has a focus on Greater Manchester and Liverpool, and we tackle HIV-related stigma wherever we see it.

**47**

**PEOPLE LIVING WITH**  
**HIV SUPPORTED BY**  
**OUR INTENSIVE**  
**SUPPORT WORK**

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Words fail me to express how much I can thank you. Without you, I don't really know who was going to help me. I can't even thank you enough.

ASH

”

## Our Strategy

The strategic priority for George House Trust is to 'Ensure our work meets the changing needs of people living with HIV'. There are 4 strategic objectives that shape all that we do and they are:

-  **We will support more people.**
-  **We will provide quality services.**
-  **We will involve more people living with HIV.**
-  **We will improve the way we do things.**

The purpose, vision and values of George House Trust drive the organisation's strategy, focus and service delivery and are as follows:

### Our Vision

**A world where HIV holds no one back.**

### Our Purpose

**Inspiring people living with HIV to live healthy and confident lives.**

### Our Values

**Passionate. Inclusive. Responsive.**

## The Way We Work

George House Trust encourages accountability, individuality and flexibility in our team. We want our people to have ideas and turn them into action. We bring the team together regularly to explore ideas and share learning through team meetings, development workshops and externally facilitated workshops too.



Personal development is important to us too. We encourage people to learn and, in addition to providing an individual training budget for all staff, we actively encourage people to get involved in external partnerships that develop learning and networks.

## The Benefits of Working at George House Trust

We offer an excellent employee benefits package which includes:

- an individualised approach to flexible working.
- an 8% non-contributory pension scheme.
- a cycle to work scheme.
- a dedicated training budget for each employee.
- full remote digital access to enable agile working.
- 25 days annual leave plus 8 bank holidays plus additional days at Christmas.

...plus, many other benefits.

## The Team



George House Trust currently has **31** employees. The team is supported by **130** active volunteers. We are led by a board of **9** trustees who bring a blend of skills, experience and passion to the strategic leadership and governance of the charity.



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# HOW TO APPLY

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HIV POSITIVE LIVING SINCE 1985

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FOR A WORLD  
WHERE HIV  
HOLDS NO ONE BACK  
ght.org.uk

## How To Apply



Please apply by writing, in MS Word format or Google docs and in no more than 2,000 words, answering the following questions:

- 1** Why do you want to work at George House Trust?
- 2** What will you bring to the role to George House Trust?
- 3** Detail your skills, knowledge and experience in addressing the 5 priorities of the role, considering the criteria in the person specification.

All applications must be emailed to [recruitment@ght.org.uk](mailto:recruitment@ght.org.uk) in an editable format [Microsoft Word or similar] by midnight on Sunday 5 July 2026 with your completed demographic monitoring form. Please do not submit your application as a PDF.



Please also add your current CV to your application in MS Word format.

If you have any questions about this role or the application process, contact Jill Cooke, by emailing [jill@ght.org.uk](mailto:jill@ght.org.uk) or calling 0330 174 4433.

**Interviews will be held in mid July.**

## Children, Young People and Families Case Coordinator: About The Role

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### **HOURS**

14 hours per week [0.4 FTE]

Please note the post holder will be required to work Fridays.

### **CONTRACT**

Fixed term to March 2027.

### **SALARY**

£32,167.74 [pro rata]

£12,867.10 [actual]

### **LOCATION**

North Manchester General Hospital site and George House Trust's office, with frequent travel across Greater Manchester, with some external working.

### **ACCOUNTABLE TO**

Targeted Support Team Leader

## Purpose Of The Role

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Deliver high quality services to children and young people living with HIV, working alongside the paediatric HIV team at North Manchester General Hospital. Support young adults to transition into adult HIV care and treatment services.

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## Principal Responsibilities and Areas Of Focus

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Your key areas of focus will be:

1. Assess the needs of children and young people living with HIV on an individual basis, and young adults transitioning their HIV care and treatment from paediatric to adult services.
2. Work alongside the paediatric HIV team at North Manchester General Hospital (NMGH) and attend regular multi-disciplinary team meetings, together with working with children and families living with HIV in other clinical settings.
3. Provide one to one support, advice and information to children and young people, and young adults to ensure the best possible life outcomes, and facilitate group activities at least twice a year.
4. Keep up to date with information and developments on HIV in relation to children and young adults using reliable and evidence-based resources, and maintain a relationship with CHIVA.
5. Monitor and evaluate service delivery in line with funder requirements and keep all stakeholders informed of outcomes and activities.

## Additional Responsibilities and Tasks

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Participate in team meetings and act in accordance with agreed office practices.

To carry out all tasks in line with the terms of any 'honorary' contract within clinic settings.

## Employee Line Management Responsibilities

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None

## Disclosure and Barring Service (DBS)

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This post requires an enhanced DBS for both children and adults.

## Flexibility

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George House Trust supports flexible and hybrid working and we're open to discussing options.

## Diversity and Inclusion

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George House Trust deals with diverse issues and we need a diverse team to respond to them, we particularly welcome applications from Black African and other racially minoritised groups and communities as they are currently underrepresented in our work force.

We **ALWAYS** actively encourage applications from people living with HIV.

## Person Specification

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This acts as the selection criteria and the more of the criteria that you demonstrate you are able to meet in your answers, the greater your likelihood of being invited to interview. On the application form please use each point that you are able to meet as a heading and then explain how you meet the specific criteria.

### Experience

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- E1. Experience of working with, and advocating on behalf of, children, young people and families, and young adults with a range of complex needs
- E2. Experience of assessing, planning and prioritising the needs of children, young people and families, and young adults with a range of complex needs
- E3. Experience of multi-disciplinary and/or partnership working
- E4. Full clean UK driving licence

### Skills

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- S1. Excellent communication skills both written and verbal and manage a complex workload
- S2. The ability to work with children and young adults in crisis or under pressure
- S3. The ability to work on own initiative and take responsibility for own decisions
- S4. The ability to maintain client confidentiality at all times
- S5. The ability to work in partnership, and establish excellent working relationships with, multi-disciplinary professionals and other organisations to plan and manage appropriate support

### Knowledge and understanding

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- K1. An understanding of the impact of HIV, and HIV-related stigma on children and young people, and on young adults transitioning into adult services
- K2. A knowledge of the available social support – including some knowledge of state benefits and referral pathways to other specialist support
- K3. An understanding of safeguarding and the ability to respond appropriately in safeguarding situations
- K4. An understanding of the changing social care and HIV landscape
- K5. An awareness and understanding of mental health and awareness of the impact of poor mental health
- K6. A knowledge and understanding of domestic violence / intimate partner violence and referral pathways to support organisations
- K7. A knowledge of services provided by voluntary sector organisations

### Personal Attributes and Approach

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- P1. A commitment to improving your own knowledge and skills.
- P2. A commitment to George House Trust's mission, vision and values and embracing them within your work.
- P3. A commitment to equality, diversity and inclusion and challenging discrimination.
- P4. To provide coaching and development support to team members and to ensure that staff have access to a relevant program of training that complements service provision.

George House Trust will consider any reasonable adjustments requested by applicants with a disability (as defined under the Equality Act 2010) who meet the requirements of the post to be invited to interview, in line with the Disability Confident scheme.

**George House Trust**



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**W: [www.gh.org.uk](http://www.gh.org.uk)**

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