



PLDI Peer Evaluator (Part-Time, Time Limited Position) Job Description

Position: Peer Evaluator

Status: Temporary, Part-time – 5 hours per week

Time Period: 34 weeks (July 18, 2016 - March 10, 2017)

Location: To be negotiated

Reports To: Manager of Evaluation, Community-Based Research Program & PLDI & Stigma Index Project Manager.

PAN is presently in the process of hiring three temporary, part-time Peer Evaluators to assist us with an impact evaluation of the Positive Leadership Development Institute (PLDI) – a leadership training program for people living with HIV/AIDS in BC. For the purposes of this opportunity, a Peer Evaluator is a person living with HIV, who will be trained and supported to participate at all levels of this evaluation. This role is very similar to a Peer Researcher or a Peer Research Associate but with a focus on evaluation methods and content. We invite all interested persons with HIV to apply. While you don't need to be a graduate of the PLDI training program in order to apply, we strongly encourage PLDI graduates to apply if this opportunity is of interest.

About the Impact Evaluation for PLDI

The purpose of the PLDI is to support people who are living with HIV/AIDS realize their leadership potential and increase their capacity to participate meaningfully in community life. The PLDI program is comprised of three different modules: *Core Leadership Training – Who am I as a leader?; Bored? Get on Board!* (Board governance training); and *Communication Skills Training*. Here in BC, the PLDI has been running for seven years, with over 150 people participating in one or more leadership modules.

The PLDI Participatory Impact Evaluation will explore the long-term effects and impacts of the PLDI program (whether directly or indirectly, intended or unintended) on BC participants, PAN member organizations, and, to a lesser extent, the HIV sector in BC as a whole. The evaluation is being led by the PLDI Impact Evaluation Steering Committee that is made up of a number of key stakeholders, including peers, and is the overseeing body for this impact evaluation in BC.

Peer Evaluators will be involved in the evaluation process from start to finish. The evaluation will explore the impact of the PLDI program on the lives of its grads and the communities they live in. Peer Evaluators will be required to interact with PLDI grads, staff and volunteers at PAN member organizations and other external stakeholders. Peer Evaluators will play an active role in all aspects of the evaluation, such as: engaging stakeholders; identifying relevant questions; planning the evaluation design; selecting appropriate measures and data collection methods; gathering and analyzing data; reaching consensus about findings, conclusions and recommendations; disseminating results and preparing action plans to improve program performance.

All PLDI Peer Evaluators will receive and must complete a multi-phase evaluation training program.

This will include some preparatory work, a face-to-face training session in July in Vancouver, and follow-up work including both webinar sessions and self-study sessions. There will also be a requirement to facilitate a face-to-face planning meeting with the Evaluation Steering Committee early in the process. All costs associated with the training program, including travel, accommodation, and childcare for those who require it, will be covered by PAN.

The training program will include intensive learning on engaging stakeholders, evaluation methods and design, ethics, privacy and confidentiality, administering evaluation data collection methods, analysis, sharing findings, group facilitation, computer literacy, facilitation, participant support, and self-care.

After the training phase is completed, the Peer Evaluator team will be responsible for leading the planning and implementation of an impact evaluation of the PLDI in BC. The target audience for this evaluation includes: PLDI graduates, PAN staff, PAN members and funder(s). The Peer Evaluator team will receive ongoing support from PAN staff and the PLDI Impact Evaluation Steering Committee.

About The Pacific AIDS Network

The Pacific AIDS Network (PAN) works collaboratively to build the capacity and skills of our 50+ member organizations and people with lived experience, to effectively address HIV/AIDS, hepatitis C and related conditions. PAN does this by facilitating communication, providing opportunities for involvement in community based research and the sharing of best-practices, and providing professional/workforce development and leadership training to our members and people living with HIV/AIDS from throughout BC. PAN acts as a voice for the community-based response, undertaking collective action to influence public perceptions and policies. One of the most important programs at PAN is the Positive Leadership Development Institute, the result of an ongoing partnership between PAN and the Ontario AIDS Network (OAN), the original creator of the PLDI.

DUTIES AND RESPONSIBILITIES

1. Actively participate in the Peer Evaluator Training program which includes:
 - Preparatory self-study work
 - Successful completion of an in-person 2.5 day training session in July 2016
 - Successful completion of training webinars
 - Successful completion of self-study work
2. Support the evaluation planning and design – Peer Evaluators will participate and assist with facilitating a face-to-face PLDI Impact Evaluation Planning Meeting with the Steering Committee in late July (travel costs will be covered) that will launch this planning process
3. Support data collection for the evaluation. Based on decisions made during the design phase, Peer Evaluators will build data collection tools and then gather the data needed for the evaluation. Data collection may include – interviews, surveys, document reviews, and focus groups. Peer Evaluators will be supported with training and coaching to do this work
4. Collaborate with the Manager of Evaluation and the PLDI Program Manager, the Evaluation Steering Committee, community organizations and partners, and peer PLDI networks to recruit participants to the evaluation.
5. Administer participant honorarium and complete necessary paper-work
6. Support data analysis, writing of recommendations and sharing of findings

7. Participate in bi-weekly team meetings to discuss evaluation materials, data collection processes, capacity building needs, and to support fellow Peer Evaluators
8. Connect with the Manager of Evaluation/PLDI Program Manager or Evaluation Team as needed
9. Return all completed study materials to the PLDI Program (e.g., consent forms, honorarium receipts)
10. Act as a PAN PLDI Impact Evaluation representative / champion

QUALIFICATIONS

1. A person living with HIV
2. Past experience and/or interest in research/evaluation would be welcome
3. Past experience and/or interest in working with persons living with HIV
4. Compassion and understanding towards issues related to diversity, inequality, stigma and discrimination, and the needs of persons living with HIV
5. Passionate about learning
6. Passionate about your community and the PLDI
7. Ability to work as part of a diverse team, to be a team-player and to communicate needs and through challenges in a constructive and respectful way
8. Fluent in English with strong oral and written communication skills
9. Average (or above) literacy skills (e.g., reading, comprehension, writing)
10. Excellent time management and organizational skills
11. Basic computer skills (e.g., comfortable using a computer, typing, sending emails, and accessing the internet) – your own access to a computer is a benefit but not a necessity
12. Flexibility in working hours

COMPENSATION

1. Travel, accommodation, and food during the evaluation training session will be covered.
2. This is a part-time, salaried position. The salary for this position is approximately \$300/month (with two pay periods in a month) before all required taxes and deductions are applied.

POLICE CHECK

All successful applicants will be required to complete a Vulnerable Sector Check.