

Group Support Co-ordinator

Job Title	Group Support Co-ordinator
Reporting to	Services Director
Hours	Part-time, 21 hours per week, with some flexibility as to how these hours are delivered; including meetings and groups in the community and office-based work.
Salary	Grade Point 24 (NJC) - Salary £33,024 per annum pro-rata based on a three-day working week comprising 21 hours per week (£18,797). NJC negotiated annual increment will be awarded and backdated when agreed in the 24-25 financial year.
Contract	This is a temporary contract of 12 months to June 2025, with the possibility to extend, subject to funding and satisfactory completion of a probationary period. This role is funded as part of a service commissioned by the Postcode Local Trust.
Location	Central Bristol, community venues across the Bristol, North Somerset and South Gloucestershire area.
Access	Unfortunately, our current offices are not fully accessible. However alternative arrangements will be made where necessary to ensure full access is possible.
Equal Opportunities	Self injury Support is committed to equality of opportunity and to the empowerment of people with lived experience of mental health difficulties. We especially encourage applications from people who have lived experience of mental health difficulties and/or who are from groups who experience health inequalities.
Disclosure and Barring	We will require the successful applicant to have a satisfactory Disclosure and Barring Service enhanced disclosure.
Right to Work	We will require you to provide proof of eligibility to work in the UK should you be shortlisted, and prior to the interview.
Start Date	This post will start as soon as possible from the date of the successful interview.



Group Support Co-ordinator Job Description and Person Specification

Application Submissions	<p>Please address each of the points in the Person Specification when completing your application and submit completed application and equality monitoring forms to info@selfinjurysupport.org.uk before the closing date.</p> <p>Please note: CVs will not be accepted.</p>
Closing Date	<p>Please submit applications by 12pm on Monday 17th June 2024</p>

Overall purpose

To consult on and run the further development, delivery and organisational integration of Self Injury Support's community-based group support programme, with a focus on accessibility and reaching and engaging with diverse communities across the Bristol, North Somerset and South Gloucestershire area.

Duties and responsibilities

Service Development

Consultation and Outreach

1. Consult with current and potential group participants and draw on existing service data analysis to inform the content, locations, timings and other details of a groups programme for people affected by self-harm, following on from previous pilot groups run in 2023 and 2024
2. Analyse consultation and service data and in collaboration with team members decide on groups programme themes

Community Connections and Groups Development

3. Connect with and become a member of a range of relevant community networks in the local area to both share service information and learning, and learn about range of wider community support available
4. Connect with and build a database of potential facilitators and venues
5. Develop a rolling groups calendar with a core ongoing peer support group and time-limited specialist groups
6. Build on existing processes and further develop processes and procedures to ensure robust record keeping, partnership agreements and safeguarding processes are in place that are GDPR compliant
7. In collaboration with other Self Injury Support services, explore areas of overlap, potential for shared learning and joint working
8. In collaboration with other Self Injury Support services, develop processes and procedures to support inclusivity and accessibility, including the administration of an accessibility fund for participants

Service Delivery

Groups Promotion and Delivery

9. Handle groups logistics such as booking specialist facilitators, venues, refreshments and materials in line with budget
10. In collaboration with the Communications Officer develop print and digital promotional materials and develop a dissemination plan

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11. In collaboration with other Self Injury Support services, conduct outreach work to promote the groups programme to other relevant community groups and organisations
12. Respond to group programme enquiries and bookings, keep accurate, GDPR compliant records of participants, send information to participants in a timely manner
13. Administer the accessibility fund with support from the Finance Administrator
14. Support the delivery of groups in collaboration with other Self Injury Support team members
15. In collaboration with the Self Injury Support safeguarding team, ensure all safeguarding concerns are addressed promptly and recorded in line with organisational policy
16. Take part in personal reflective practice and professional development training as needed

Review and Evaluation

17. Plan appropriate evaluation and monitoring of the groups programme which encompasses the experiences of participants and facilitators and aligns with wider organisational service monitoring
18. Present evaluation findings in reports for the board of trustees and funders as needed

Other

19. Attend organisational team meetings and support organisational events and campaigns.
20. Any other duties relevant to your role as requested by your line manager

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Essential Criteria:

1. Experience of supporting and enabling people in distress and who are struggling with their mental wellbeing and responding sensitively and appropriately to safeguarding concerns.
2. Awareness of when to ask for help in a personal or professional role, and the confidence to do so where appropriate.
3. An understanding of the issues that leading to emotional distress and the use of self-harm in people from a range of backgrounds and the ability to offer empathic and non-judgmental support.
4. A good understanding of the work of Self injury Support and a demonstrable enthusiasm for the importance of the organisation's purpose, vision and activities.
5. A high level of organisational and logistical skills and experience of running a diary or calendar of appointments, meetings or groups over time
6. Excellent interpersonal communication skills, especially around discussing sensitive topics.
7. The ability to be flexible and adaptable to the needs of the role.
8. The ability to work independently, to multi-task, prioritise workloads and operate effectively within a team environment.
9. Experience of delivering group-based support work.
10. Experience of networking with relevant organisations in the voluntary, health and social care sectors.
11. Experience of supporting project evaluation.
12. General PC skills, including a good working knowledge of MS Office packages (i.e. Word, Excel, PowerPoint), email and use of the internet are a prerequisite of the post.

Desirable:

13. Experience of running a group programme in a health or social care setting

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14. Experience of working in a the voluntary, health or social care sectors
15. Qualification in a relevant role e.g. social care, counselling, peer support