

JOB DESCRIPTION

Job Title:	Group Facilitator
Responsible to:	Wiltshire Service Manager
Responsible for:	No Staff

Hours:	22.5 hours
Holiday Entitlement:	28 days plus bank holiday entitlement (pro rata)
Salary:	£23,088 - £26,164 (pro rata for part time: £14,040 - £15,910)
Pension:	Group Personal Pension Plan, with employer contribution up to 4%

Vetting Requirements:	An enhanced DBS will be required
General Description:	<p>The post of Group Facilitator will be to provide support to victims of domestic abuse and sexual violence within group work provision.</p> <p>At FearFree we run various trauma-informed groups for victims such as Empowering You (an educational domestic abuse online support group) and Rediscovering You, a face-to-face emotional wellbeing recovery group.</p> <p>We are looking for experienced and motivated staff to join to help deliver the group work programmes we run around locations in Wiltshire. Groups run in the morning, afternoon and evening. Training for the groups will be provided.</p> <p>In addition to facilitating groups, staff will be asked to attend training events and meetings, including regular supervision.</p>

Main Duties and Responsibilities

- To facilitate group work provisions across the Wiltshire Service on weekdays, including afternoons and evenings.
- Completing pre and post group assessments and required paperwork, following the procedures in place.
- Write comprehensive case notes following groups about service user involvement, any concerns raised and any action required.
- Identify and take the appropriate action on any disclosures or safeguarding concerns raised within the group.

- To work cohesively with a second facilitator both virtually and in person in locations around Wiltshire.
- A willingness and ability to travel around Wiltshire and access to a vehicle with business insurance.

Skills and Qualities

- Experience of working with victims of domestic abuse or sexual violence or the willingness to increase knowledge and skills in this area.
- Experience of working with vulnerable people.
- Excellent communication and interpersonal skills.
- Experience running groups, including listening skills, a good sense of timing, sensitivity to overall group dynamics, maintaining group safety and practical elements such as ensuring course material is delivered.
- A willingness to participate in in-house training, including group observation.

General

- Attend supervision as required.
- Attend and contribute to team meetings.
- Ensure service user records are kept up to date.
- Contribute to effective team working with a flexible and pro-active approach, including cover for other team members' holidays and sickness.
- Undertake agreed training and keep updated on changes in legislation, policy and best practice.

Responsibilities

- The post holder will deal with highly confidential information relating to vulnerable people.
- Ensure security of data, especially sensitive personal data, in line with the information security policy.
- Work within FearFree's Policies and Procedures at all times.
- Responsible for security of service user information and mobile phone while out of office.
- Employees have responsibilities in respect of health and safety. In particular they will:
 - Always co-operate with management in the implementation of and adherence to health and safety policy and procedures.
 - Take reasonable care for their own safety and for the safety of others who may foreseeably be affected by their actions at work.
 - Not intentionally or recklessly interfere with or misuse anything provided for the purpose of health and safety at work.
 - Report all health and safety concerns to line managers.
 - Assist with the completion of the risk assessment programme if required.
- Any other duties that may be reasonably required.

Please see Person Specification overleaf.

PERSON SPECIFICATION

	Group Work Facilitator	Essential	Desirable	How identified
	Knowledge/ability			
1	Knowledge and understanding of Domestic Abuse and/or sexual violence and the impact on individuals and their families	E		A/I
2	Knowledge and understanding of the importance of self-care, mental wellbeing, and the impact of trauma		D	A/I
3	Knowledge of safeguarding procedures	E		A/I
4	Knowledge of group work dynamics		D	A/I
	Experience			
5	Experience of co-facilitating groups	E		A/I
6	Experience of working with victims of domestic abuse or sexual violence		D	A/I
7	Experience of assessing and managing risk		D	A/I
	Skills			
8	The ability to build and maintain rapport with adults in a group setting	E		A/I
9	Good communication and listening skills	E		I
10	Ability to use email, Microsoft Office, Microsoft Teams, and other relevant IT systems		D	A
11	Able to maintain personal and professional boundaries	E		A/I
12	An understanding of confidentiality principles	E		A/I
	Personal characteristics			
13	A willing and flexible approach	E		A/I
14	Able to work as part of a team or alone, use initiative and manage and prioritise workload	E		A/I
15	Be willing to undertake further training	E		A/I
16	A commitment to making a positive difference to the lives of service users	E		A/I

PLEASE NOTE

As explained in the guidance notes the application form asks you to set out how you meet the qualities/skills outlined in the Person Specification AND IS THE MOST IMPORTANT PART OF YOUR APPLICATION. This is your chance to explain why you are suitable for the job. You should try to show how you meet the criteria set out in this person specification. Applicants who are able to provide examples of how they meet the criteria are more likely to be offered an interview. Consider all the relevant experience you have gained and make sure that you tell us about it.

Applicants will be assessed against this Person Specification by the following methods:

A = application form I = interview