



## Life Essence Housing and Support

# Group coordinator/facilitator Worker Job Description

Job Title:	Group coordinator/facilitator Worker
Hours:	Variable
Salary:	Voluntary
Holidays:	20 days plus 8 statutory days per annum pro-rata
Start Date:	tbc
Probation Period:	3 Months
Contract:	N/A
Line Manager:	Housing Manager

### Overview of Responsibilities

An organisation delivering community group work programmes (Freedom) for women with experience or are at risk of domestic abuse. The programme will help people to understand their experiences of domestic abuse, gain or sustain a home of their choice, gain confidence and realise their own potential

### Detailed Responsibilities

#### Main Tasks

- Organise and co-facilitate groups
- Communicate with potential participants pre-group to give programme information and support

- Receive, document, process and co-ordinate all referrals for groups Organise childcare arrangements (and travel if required) for service users; accommodation for groupwork sessions; update or arrange group materials/ supplies; organise group refreshments etc
- Provide/organise support between sessions for participants where required Receive, document, process and co-ordinate all evaluations/facilitators notes from groups
- Consult/gather service provider evaluation
- Consult with participants, volunteers, Volunteer Coordinator, service users and service users to monitor service delivery
- Support volunteer facilitators during the lifetime of the group in conjunction with the volunteer coordinator
- Co-organise regular meetings/forums for current, past and potential participants, continuing peer support and to monitor longer-term outcomes
- Plan and organise external events related to the Programmes
- Support training of volunteers

### **External training/awareness-raising**

- Support the organisation to develop a strategy to promote, publicise and raise awareness of the programmes to survivors, peer organisations, service providers, the media and the general public
- Deliver training to service providers (single and multi-agency) when required
- Deliver awareness-raising of the Freedom Programme and the Recovery.

### **Other tasks**

- Support with social media sites Input to AGM and Annual Report Attend Directors meetings, on occasion
- Ensure all activities comply with current legislation and with organisational policies and procedures
- Promote continuous Improvement
- Any other relevant duties as determined by the Board of Directors

### **Support and supervision**

- A confidential and independent counsellor will be available to provide support regularly
- Regular Support and Supervision with Line Manager meetings