



Action East Devon Group Facilitator Job Description

Job Title:	Group Facilitator
Hours:	5 per week for each location. Evening hours required. Job shares will be considered.
Pay:	£14.15 per hour (£27,225 per annum pro rata)
Contract Type:	Permanent
Working Pattern:	Primarily evening sessions, approx. 5:00pm – 8:30pm, with planning and admin time. <ul style="list-style-type: none">• Fortnightly on Tuesday in Sidmouth• Fortnightly on Thursday in Axminster• Fortnightly on Tuesday in Seaton• Fortnightly weekday tbc in Honiton
Annual Leave:	Paid leave at 12.07% based on hours and length of contract
Location:	Remote working (from home) with group delivery in Axminster, Seaton, Honiton & Sidmouth.
Reporting to:	Charity Manager

Please specify on application which locations you are applying for

Headlight is an Action East Devon programme providing non-clinical peer to peer support alongside one to one mentoring for young people who are experiencing emotional and mental health issues. The support programme provides its young users with a toolkit of strategies that aims to improve their day to day symptoms as well as any future mental health challenges. Action East Devon's ethos is to **Support** young people to access our service and gain confidence in themselves and their actions, **Encourage** our young people to set short and long term goals and to **Guide** our young people to reflect on their resilience and tools to overcome issues themselves.

Job Purpose

The role of our **Headlight Group Facilitator** is to support every young person referred into Headlight through facilitating fortnightly, evening (6pm-8pm) peer to peer support sessions. The role calls upon the skills of the Facilitator to enable young people to develop lifelong skills to cope with current and possible future mental health challenges. This involves working as part of our team to ensure our young people benefit from better life chances.

Main duties and responsibilities

Peer Support Sessions

- Ensure a safe and comfortable environment which is conducive to positive outcomes for all members of the Headlight groups.
- Lead on the planning, organisation and delivery of each Headlight session in line with the rolling Headlight programme (indicative time frame of 12 months depending on individual needs)

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& group cohesion). Ensure the design of each activity & exercise adds value to the outcomes for the young people in line with the Headlight Outcome Star and planning programme.

- Lead on team session briefings both before and after each session (to include volunteers) to ensure the team are clear on expectations before the session starts and able to report back on any areas of concern or celebration after the session.
- Maintain session notes and session attendance records; and other administrative tasks associated with the sessions; log information into the online monitoring and evaluation system.
- Meet regularly and liaise closely with the Mental Health Wellbeing Worker to ensure both roles are kept up to date with timely information relating to the young people attending the Headlight groups.
- Work with young people to update their Headlight Workbooks at each session when appropriate, ensuring the messages and support strategies from each session are recorded for their future use and reference.
- Assist the Manager with the recruitment and training of volunteers. Co-ordinate the volunteer team rota and assign volunteer roles for each session.
- Maintain regular positive contact with the young people using the service.
- Include young people in the planning of future sessions and encourage participants to take an active interest in the development of the service, potentially to include mentoring and volunteering.
- Manage the Headlight budget to ensure resources, external speakers and events are relevant to the planned programme of support.
- Produce risk assessments for activities, workshops and events, and obtain relevant consent forms.
- Organise and make arrangements for the weekly sessions to include cooking of a healthy meal for the participants (assisted by volunteers during the sessions).

General

- Attend team meetings; group facilitator meetings, clinical supervision; appraisal meetings; and 1:1 meetings with Manager as required.
- Work within all policies and procedures of the organisation.
- Attend staff training days to maintain good practice and complete necessary training for the role as part of agreed continued professional development.
- Work creatively & flexibly with the team to come up with new and effective ways to support young people's mental health.
- Organise the annual Headlight Discovery Day and liaise with fellow Group Facilitators for a joined up event where appropriate.
- Network with local groups, organisations and individuals to promote the Headlight service.
- Carry out any other duties that might reasonably be required of this post.

Safeguarding

- Ensure all relevant policies and procedures (including, but not limited to, Safeguarding, Confidentiality, Whistleblowing, and Health and Safety) are followed during Headlight activities.
- Work closely with the AED Designated Safeguarding Lead and follow procedures and policies as required.
- Attend relevant safeguard training as required.

Personal Specification

Area	Criteria	Essential / Desired
Qualifications	Child Protection training (Group 2 or above)	Essential
	Health & Safety Level 3	
	Detailed understanding of youth work principles	
	Qualification in Youth & Community Work, Health, Education, Social Work or related field (NVQ Level 3 or equivalent)	Desired
Experience	Experience facilitating group work with young people	Essential
	Extensive knowledge of mental health support tools	Essential
	Experience of creating a flexible programme of mental health themed support based on individual and group needs	Essential
	Experience delivering or supporting transition-focused programmes	Essential
	Experience working with or coordinating volunteers	Desired
Skills & Attributes	Confident and skilled group facilitator	Essential
	Creative and energetic approach to working with young people	Essential
	An understanding of Action east Devon & Headlight	Essential
	Ability to work flexible hours including evenings	Essential
	Clean driving licence and access to own vehicle	Essential
Other	Enhanced DBS clearance (or willingness to obtain)	Essential

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