SESSIONAL GROUP FACILITATOR
JOB DESCRIPTION

Hours: 5 hours per
Salary: £15.67 to £16.64 per hour Scale SO1
Actual £18.28 to £19.42 per hour inc rolled up holiday pay
Location: WomenCentre, Halifax
Contract: Sessional

Primary Objectives

- To work alongside the groupwork assistant to facilitate and deliver WomenCentre's groupwork offer which supports women who have multiple and complex issues and vulnerabilities
- The groupwork delivery will be twice weekly and will run for 5/6 weeks in term time only

Responsibilities:

- To facilitate and deliver the weekly groups.
- To work alongside the groupwork assistant to enable the smooth running of the group.
- To facilitate some sessions without the groupwork assistant, if required, due to sickness or other unforeseen circumstances
- To work with the groupwork assistant to make changes to the group sessions as required.
- To be able to recognise when women are not suitable to attend the group either before starting or when they arrive for the group and deal with this appropriately.
- To liaise with a Manager regarding any safeguarding concerns.
- To seek support from a Manager if needed.
- To signpost/refer women to other clinical services, if appropriate.
- To complete any paperwork or computer records as required.
- To attend monthly clinical supervision as required.
- To complete sessional timesheets.

General

- To work in accordance with WomenCentre Policies and procedures particularly with regard to Health and Safety and Safeguarding adults and children.
- Participate in 1:1 and performance and development meetings.
- To undertake any other duties as determined by the service Manager.
- To work constructively and co-operatively with other members of staff to enhance the profile of the service.

- Promote the values and ethos of WomenCentre at all times.
- To undertake training as may be required.
- Maintain client confidentiality at all times.

Data Collection Requirements:
Working alongside Managers to ensure all data is collected in line with the contract requirements.

Responsibility for assets: equipment, premises, confidential and sensitive information

Internal Contacts: Staff, Volunteers, Service Users

External Contacts: Representatives and staff from voluntary and statutory agencies, members of the public.

This post is open to women only – Equality Act 2010, Schedule 9, Part 1 applies

WomenCentre promotes safeguarding practice across all our service delivery and staff and volunteers.