

*“Our task is not to put the greatness back into humanity  
but to elicit it, for the greatness is there already.”*

*John Buchan*



**Job Title** - Senior Facilitator

**Job Base** – Staffin, Isle of Skye (with the occasional travel requirement)

**Reports to** – Residential Team Leader

**Type of Contract** – Full Time (regular evening and occasional weekend work)

## Overview of Columba 1400

At Columba 1400 we help young people and the adults around them to be the change they want to see in the world. We want every young person to find the greatness that is inside them and since 2000 we've helped over 10,000 young people and adults transform their lives. We work shoulder-to-shoulder with young people and the adults around them helping them explore their core values and unlock their inner strength so they can make a difference to their community and transform their sense of identity, their confidence and their ambition. We do this through our Leadership Academies – transformational and inspirational experiences that unlock values, create the conditions for change and uncovers a strength that stands the test of time. With a deep understanding of their own core values, young people unlock an inner strength that can never be shut down – no matter what tough realities life throws at them.

## Overall Purpose of Role

A Columba 1400 Senior Facilitator is a key and pivotal role within the organisation. They are responsible for the residential element of our Young People's Leadership Academy (YPLA) to ensure that our young people have the most transformational and impactful experience when working with Columba 1400. The role will lead the delivery of Columba 1400's YPLA by offering excellent facilitation and support throughout a participant's residential element. This will support Columba 1400's core purpose of enabling young people and the key adults in their lives to discover their true potential. The role will support groups of young people taking part in the Scottish Mentoring and Leadership Programme - aimed at helping young people recover from the disruption caused by the COVID-19 pandemic. The project focuses on helping young people who have been disproportionately impacted by COVID-19, to improve the education and life chances of children and young people in Scotland.

## Responsibilities

The key duties of the role will be:

### Facilitation

- Leading the facilitation of sessions with young people including outdoor sessions
- Leading the group experience on a rotational basis with other Senior Facilitators
- Responsible for completing Evaluation reporting for the groups that you lead
- Contribute to the review and evaluation of the residential component of the programme – such as, but not exclusively: observations, write up of sessions and group stage, handover, uploading of photos
- Facilitate experiences for participants out with sessions to offer another arena to demonstrate their leadership



Awareness



Focus



Creativity



Integrity



Perseverance



Service

- Some weekend working and the requirement to be 'on-call' when there is a group residing at the Centre
- Facilitate and support online sessions

### Preparation

- Liaising with central belt team to ensure the handover across our Phases is as detailed as possible to enhance the group's experience
- Ensure safety and well-being of participants during the residential element of the Leadership Academy
- Prepare Centre for groups arrival
- Prepare resources including photocopying material, preparing rooms and outdoor kit
- Attend team meetings at Staffin and at other venues on the mainland when required
- Liaise with centre staff including administration, kitchen and housekeeping departments to ensure effective communication and cohesion
- Liaise with other facilitation team members regarding the group prior to arrival in Skye

### Leadership

- Attend training and increase professional knowledge and skills necessary for the effective performance of the role. This includes internal and external learning
- Contribute to development and design of new offerings, projects and enhancements to Columba 1400
- Demonstrate leadership in how you manage the group experience and act as role model to other staff
- Support the development of colleagues within your own and wider team
- Contribute to and enhance the development of Columba 1400 Young People's Leadership Academy

### Other role requirements

- Attend training, including first aid and child protection
- Drive minibus and car when required to transport participants during the residential element of the Leadership Academy (if qualified)
- Adhere to all organisational policies and health and safety requirements
- Check resources and inform staff responsible for ordering as required
- Work with colleagues to ensure that Columba 1400's file structure is up to date on Teams so that we offer the best service to our partners



## **Person Specification**

### **Awareness**

- Willingness to further know oneself through reflective practice and self-directed learning.
- An ability to read the room and individuals.
- Have an awareness for the reasons for some of the behaviours and dynamics demonstrated by individuals in a group setting

### **Focus**

- Make fair and corrective interventions to the group dynamics in a focused manner that maintains trust and does not influence the learning trajectory detrimentally.
- Willingness to focus on any area of development required to facilitate all aspects of programme- such as internal-attachment, meaning structures, group process- ways of questioning.

### **Creativity**

- Offer perspectives in sessions not recognised by participants as a stimulus for forward development and broadening of mindsets.
- When required implement hierarchical, co-operative or autonomous approaches to facilitation in order to meet objectives set by partner, participant or stakeholder

### **Integrity**

- Commitment to pursuing integrity of the three components of Columba 1400 facilitators authority – political, tutelary, charismatic.

### **Perseverance**

- Always see beyond the person's behaviour
- Perseverance through Hope connection

### **Service**

- Real sense of purpose/vocation or at least a belief that people can contribute to / develop from the jointly constructed learning experience
- Professional interventions and approach to all dimensions of experience based upon the role of facilitator (defined as empowering participants to learn in an experiential group).

*The organisation reserves the right to vary duties and responsibilities at any time and from time to time according to the needs of the organisation's business. February 2022*

