



## Job Description

<b>Job Title:</b>	Group Facilitator
<b>Hours:</b>	Part-time, various
<b>Salary:</b>	£21,840 pro-rata
<b>Reports to:</b>	Coordinator
<b>Location:</b>	Hybrid working from Hamilton office and from home

### COVEY's Mission and Values

#### Mission:

To support children, young people, and families to become more resilient, safe, and better equipped to reach their full potential. We achieve this through 1-1 and group-based befriending, mentoring, and family support across Lanarkshire.

#### Values:

- **Commitment:** Positive attitude, reliable, and consistent
- **Openness:** Sharing information confidently and proactively
- **Respect:** Accepting differing viewpoints, non-judgemental
- **Innovation:** Embracing change, solution-focused
- **Passion:** Belief in our mission, inspiring others positively

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### Overall Purpose

Facilitate groups for children, young people, and adults in collaboration with staff and volunteers to ensure improved outcomes in health and wellbeing, social connections, confidence, and increased engagement with education, training, volunteering, or employment.

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### Key Responsibilities

- **Group Planning and Delivery:**
  - Plan and deliver groups, activities, and events for children, young people, and adults, ensuring comprehensive session plans are created and shared with staff, volunteers, students, and participants.
- **Logistical Coordination:**
  - Arrange transport, venues, refreshments, and other resources for group activities, events, and sessions.

- **Volunteer and Student Support:**
    - Support volunteer mentors, befrienders, and students within group settings and provide additional support outside of groups when needed, based on participant needs.
  - **Safeguarding:**
    - Assist in reporting and recording safeguarding concerns in line with Child Protection, Adult Protection, and Health and Safety policies.
  - **Risk Management:**
    - Support Coordinators and other COVEY staff in assessing and monitoring risks for individual participants in group settings.
  - **Reporting and Data Management:**
    - Compile detailed participant updates and enter them into the internal database (Salesforce).
    - Complete evaluation frameworks for participants and ensure timely input into online systems.
  - **Engagement and Participation:**
    - Facilitate pathways to engagement and co-design within COVEY's Ambassador Groups and with wider stakeholders and partners. Plan events and opportunities to support participant involvement.
  - **Collaboration and Reporting:**
    - Provide information and support Senior Staff in preparing internal and external reports, presentations, events, and funding applications.
  - **Partnership Working:**
    - Engage with community, statutory, and voluntary agencies, working in close partnership to support vulnerable families.
  - **Supervision and Development:**
    - Attend and contribute to supervision sessions, team meetings, and other organisational meetings.
    - Participate in relevant training and development activities in line with the role.
  - **Continuous Personal Development:**
    - Engage in continuous professional development to enhance skills for working with children, young people, and adults experiencing complex needs.
  - **General Duties:**
    - Undertake any other duties reasonably required in line with the role.
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## Person Specification

### Education and Qualifications:

- Educated to HNC/SVQ 3 level in Health and Social Care, Youth Work, Community Development, or equivalent. Substantial relevant experience and appropriate skills may substitute formal qualifications.

**Skills and Experience:**

- Experience in assessing and supporting children, young people, and adults with complex needs.
- Experience in delivering informal and formal interventions to children, young people, and adults, both 1-1 and in group settings.
- Proven ability to develop, organise, and facilitate group activities for diverse participants.
- Experience in collaborating with community, statutory, and voluntary agencies to support vulnerable families.
- Experience supporting volunteers and students in operational settings.
- Experience in safeguarding and risk management within an organisation.
- Ability to engage and involve participants, volunteers, and stakeholders in events and initiatives to encourage participation.
- Experience preparing internal and external reports in line with funding and organisational requirements.
- Strong verbal and written communication skills, with proficient administrative and database management skills (Salesforce).
- Ability to organise and prioritise workload while maintaining a high standard of record-keeping and data security in line with GDPR requirements.

**Other Requirements:**

- Availability for evening work as required.
- Enhanced PVG required.
- Full Driving License with access to a car for business purposes.

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This job description may be subject to review following discussion with the post holder and line manager, and the duties and responsibilities will be undertaken in accordance with COVEY's policies and procedures.