EXPRESS GROUP FIFE 

**Job Description - Group Co-ordinator (part time)**

Post Title: Group Co-ordinator (East Fife)

Responsible to: Service Manager

Salary: £21,840 per annum pro rata (£12 p/h; we are a Living Wage Employer, salary increase due in April), paid monthly in arrears into your bank account on the 25th of each month.

Hours of Work: 18 hours a week. Most of that time is to be used for the group

facilitation between 9am and 1pm, on Monday, Tuesday, Thursday

and Friday. The rest of the time is to be used for outside the group

duties, e.g. shopping, admin.

Occasional out-of-hours working may be required.

Place of work: St Andrews, Methil, Tayport, Cupar.

Your base may be changed, at the discretion of the Board of Trustees to any location within a radius of ten miles from your base. You may be occasionally required to work at different groups at other locations in Fife.

JOB PURPOSE

Co-ordinate and manage support groups for people who have had or are currently experiencing mental health problems.

MAIN ROLE

* Co-ordinate, manage, monitor and review the development of the groups in order to make them interesting and relevant to the people who attend.
* Ensure the efficient use of resources in order to operate effectively on a day-to-day basis and highlight potential problems to the Manager.
* Provide emotional and practical support to service users with high support needs.
* Enable provision of a basic healthy lunch.

MAIN DUTIES AND TASKS

* Monitor the wellbeing of service users, reporting any changes and/or deterioration in their condition immediately to the appropriate Case Worker/Manager and/or appropriate agencies.
* Ensure the carrying out and maintaining at all times Food Safety (General Food Hygiene) Regulations 1995 and Food Safety (Temperature Control) Regulations 1995.
* In the absence of a volunteer cook, prepare a simple lunch for those attending the group.
* Involve group service users in the process of organising group activities and implement a stimulating and appropriate range of activities to meet individual and group needs with a view to encouraging independence.
* Provide emotional and practical support to service users with high support needs.
* Identify and link with other groups and individuals who can contribute to the content of the group meetings.
* Establish good working relationships, and maintain close links with case workers and relevant personnel at the various day support venues, and any other relevant agencies and organisations linked to the service users and groups.

ADMINISTRATION

* Prepare daily and monthly report sheets for each group.
* Carry daily cash float for shopping, completing a daily/monthly sheet and returning paper work and cash balance to the office every month. Please note that full responsibility for the correct balance at the end of each working day/month (for days you were directly responsible for groups) will be yours.
* Provide the Manager with regular reports about the progress of the groups and inform of any difficulties or concerns which may arise.
* Undertake any other relevant tasks as needed and requested by the senior staff and/or Board of Trustees, to ensure the aims and objectives of Express Group Fife are achieved.

VOLUNTEERS/STUDENTS

Work along with, and provide ongoing support and guidance to volunteers and students involved in assisting at the groups.

EDUCATION AND TRAINING

Participate in all activities/training sessions, designed to improve personal and professional skills and knowledge. Please note that these sessions may take place outside normal working hours, with time off in lieu given.

SUPERVISION/TEAM MEETINGS

Attend and participate in staff support and supervision sessions and team meetings as directed by the Manager.

PERSON SPECIFICATION

Express Group Fife operates on the principles behind The National Support Standards. The main principles are: DIGNITY, PRIVACY, CHOICE, SAFETY, REALISING POTENTIAL, EQUALITY AND DIVERSITY. As our support approach is based on these standards we look for the following skills and qualities:

Essential Skills and Qualities:

* The ability to empathise and provide a flexible approach to working with people from different ages and backgrounds.
* Respecting all areas of confidentiality.
* Self-motivated, enthusiastic and able to work on own initiative.
* Good verbal and written communication skills, with the ability to communicate well with older people, some who may have sensory impairment, or communication difficulties.
* Maintaining a patient and approachable manner.
* Effective team worker.

Non-Essential but Desirable Skills and Qualities

* Experience of group work.
* Experience of working with people who have had or are experiencing mental health problems.
* Money handling.
* First Aid Certificate.
* Elementary Food Hygiene Certificate (or prepared to achieve).

QUALIFICATIONS AND EXPERIENCE

It is preferred that the successful candidate be experienced in working within the support sector with an SVQ in Health and Social Care Level 2 or equivalent.

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|  | **Essential** | **Desirable** |
| **Education/****Qualifications/ Training** | Good level of educational attainment | SVQ2 Health and Social Care or equivalent or willing to work towards achieving this in a reasonable time  |
| **Experience** | Experience of being in a supportive and enabling role  | Experience of a person-centred approach Experience of working in the mental health field |
| **Skills and attributes** | Good interpersonal and team-working skillsAbility and willingness to reflect on work practice and be open to constructive feedbackWillingness to support people with personal support needsAbility to work on own initiativeCommitment to Equal Opportunities and ability to implement policy as it relates to Service Provision | Ability to manage stress and to plan and prioritise workloadAbility to work in an enabling and creative wayMoney handling |
| **Personal qualities**  | Maturity, integrity, sense of humour, sensitivity, patience, energy/drive, enthusiasm, flexibility, reliability, non-judgmental, respectful |  |
| **Values and attitudes**  | Commitment to putting Express Group values into practice |  |
| **Other requirements**  | Proven ability to deal with matters on a confidential basisAbility to work flexibly Willingness and flexibility to work within different models of support  |  |