

**JOB DESCRIPTION**

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| **JOB TITLE:** | Facilitator (with lead role for Boarwood) |
| **RESPONSIBLE TO:** | Assistant Manager |
| **LOCATION:** | Bathgate & Broxburn, West Lothian |
| **SALARY:** | £25,252 pa (2025 Pay award pending) |
| **PERIOD:** | Permanent |
| **HOURS:** | 37.5hrs pw over 5 days (including occasional weekends) |
| **ANNUAL LEAVE:** | 38 days including public holidays |
| **START DATE:** | ASAP |

**The Brock**

The Brock offers people in West Lothian who have chronic mental health conditions a range of transformative therapeutic work activities to provide them with a sense of purpose, belonging and self worth. The objective is to make a long-term difference to individuals based on recovery in its broadest sense providing diverse & engaging work activities in a supportive environment to develop resilience and facilitate societal and community integration. We see the assets and skills that people have which are masked by their mental illness. Our aim is to help them to use those skills and assets positively to improve their mental wellbeing.

**Job Purpose**

The purpose of the Facilitator is to adopt a hands-on approach to provide constructive and stimulating therapeutic activities for the Brock’s service users, and to drive the social enterprise forward.

The role involves working collaboratively with other Facilitators and volunteers, and to take joined ownership over the whole project, whilst having a specific lead role and responsibility for managing, developing and organising Boarwood, and ensuring high operating, presentation & service standards are maintained at all times.

The role also involved working collaboratively with other internal & external stakeholders to make a significant contribution towards the delivery of the Brock’s wider strategic and operational aims and objectives.

The role is based at Boarwood in Bathgate, and at The Brock Garden Centre in Broxburn, West Lothian but the postholder may also be required to work from/at other locations in West Lothian.

**Main Responsibilities**

* Take responsibility for leading daily operations and service user support at Boarwood
* Consistently demonstrate appropriate behaviours conducive to building and maintaining a high-performance organisational culture
* Provide service users with meaningful, structured and personalised therapeutic activities, to improve their psychological wellbeing and facilitate integration within their local community
* Provide a welcoming, well maintained and customer friendly environment
* Working collaboratively with colleagues and volunteers to support the delivery of the core purpose of The Brock and Boarwood
* Optimise commercial & donation income opportunities
* Manage maintenance & repair requirements
* Adopt safe working practices at all times and comply with relevant health & safety legislation
* Ensure relevant administrative tasks including reporting requirements are completed accurately and on time
* Contribute to the wider business needs and requirements of The Brock, including changing priorities to accommodate: project delivery, business development, marketing & strategic requirements, reporting etc.
* Provide cover for other facilitators and/or volunteers on a rota-basis and as and when required

**Skills/Experience (essential)**

* In depth understanding of the impact of chronic mental health conditions
* A background in mental health, social work, occupational therapy or similar
* Excellent people skills with demonstrable experience of motivating people
* Strong and flexible team player who can also work independently in an ambitious and growing service
* Experience of facilitating groupwork and/or workshops
* Proven ability to plan & prioritise time and activities effectively and adapt to changing circumstances where necessary
* Ability to communicate clearly and effectively at all levels and consistently demonstrate high levels of interpersonal skills
* Ability to use own initiative, and demonstrably high levels of self-motivation, commitment & achievement
* Good general IT skills

**Skills/Experience (desirable)**

* Experience of working within the third sector and/or with a charity/social enterprise
* Experience of supporting with people with mental health conditions
* Full UK driving licence & ability to drive the project vehicle (Currently Citroen Relay Van)

**Other**The Facilitator must have a recent PVG disclosure certificate or give consent for one to be obtained prior to confirmation of any job offer. Prior to a formal offer, the successful candidate will require two positive and meaningful references.

You will be required to complete a level 3 Understanding Mental Health course within 6 months of the start date.