

## Job Description

<b>Job Title:</b>	Facilitator
<b>Terms:</b>	Hours will be agreed with the successful candidate and will fall within the range of 15-25 hours per week.  1-Year Fixed Term Contract  Flexible working hours, including some evening work. Weekly hours may vary depending on programme activity.
<b>Salary:</b>	Circa £30,000 FTE per annum (pro-rata to hours worked)
<b>Accountability:</b>	Reports to the Programme Manager
<b>Location:</b>	Home-based with very occasional in-person team meetings required.

## About EPIC Think Learn CIC

EPIC Think Learn is a social enterprise Community Interest Company and University of Edinburgh spin-out dedicated to improving outcomes for neurodivergent children and young people. EPIC Think Learn provides evidence-based, co-produced resources for parents, teachers, and clinicians, helping families access support earlier and more effectively. EPIC Think Learn's work is grounded in four core values:

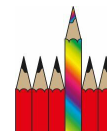
- Commitment to evidence-based practice that evolves with emerging research.
- Co-production with children, parents, and teachers.
- Respect for diverse perspectives and lived experience.
- Commitment to growth, learning, and adaptation.

The Scottish Government has commissioned EPIC Think Learn to deliver a national support programme for 2025–26, reaching 1,000 parents and 1,000 teachers, and contribute to the development of a Neurodevelopmental Passport App. The Facilitator will play a key role in maintaining engagement and supporting participants throughout the programme.

## Job Summary

Key aspects of the role include:

- Facilitate online Peer Support sessions with parents/carers of neurodivergent children and young people.
- Moderate a closed discussion forum (likely on Facebook) for parents/carers using the EPIC Think Learn programme.
- Provide wrap around support for specialist workshops.
- Plan and trial a six-week psychoeducational group for neurodivergent young people.



## Key Responsibilities

### 1. Facilitating Peer Support Sessions for Parents/Carers

- Plan, schedule and host online peer support sessions for parents/carers using platforms such as Eventbrite and Zoom.
- Prepare topics, prompts and discussion themes relating to the EPIC Think Learn programme or neurodivergence in advance.
- Create a welcoming and inclusive environment where participants feel safe to talk freely.
- Manage the flow of discussions, ensuring balanced participation and focused conversations.
- Answer questions and be prepared to signpost to relevant resources and services when needed.
- Summarise key points and send a follow-up email after each session.

### 2. Moderating a Closed Facebook Group

- Engage with and encourage parents who are using the EPIC Think Learn Programme into the group.
- Monitor posts and comments regularly to ensure compliance with group rules and safeguarding standards.
- Approve or decline membership requests in line with eligibility criteria.
- Encourage respectful, supportive, and constructive interaction.
- Respond to queries or redirect members to appropriate support and resources.
- Remove inappropriate, harmful, or off-topic content promptly.
- Manage conflict sensitively and de-escalate where necessary.
- Post regular updates, prompts, or resources to maintain engagement.
- Maintain confidentiality and always protect members' privacy.

### 3. Psycho-educational Group for Neurodivergent Young People

#### Planning

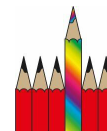
- Work with the Directors and Programme Manager to design a six-week online programme with clear aims such as understanding neurodivergence, emotional regulation and thinking skills.
- Ensure the content is neuro-affirmative, accessible and age-appropriate.
- Co-produce programme content with neurodivergent young people.

#### Delivery

- Deliver or co-deliver weekly sessions in a supportive and inclusive environment.
- Establish clear group rules around boundaries, confidentiality, respect.
- Effectively manage group dynamics.
- Use a range of facilitation methods to maintain engagement.
- Recognise when young people may need additional support or external referrals.
- Follow EPIC Think Learn safeguarding policies and escalate risks where necessary.

#### Monitoring and Evaluation

- Track attendance, engagement, and outcomes across the six weeks.
- Gather feedback from participants to improve future delivery and to support funder reporting.
- Reflect on and adapt sessions based on group needs.
- Provide updates and reports to the Directors and Programme Manager.



#### 4. Organisational Responsibilities

- Schedule sessions and manage bookings and attendance.
- Ensure the monitoring requirements are met.
- Keep records of attendance, key themes and recurring questions.
- Report any safeguarding concerns in line with EPIC Think Learn safeguarding policy and procedures.
- Collaborate with the wider team to align sessions and group discussion with EPIC programme goals.
- Promote upcoming workshops and events.

**Please note:** This job description outlines key responsibilities and is not exhaustive. The postholder may be required to undertake additional duties within the scope of the role.

#### Person Specification - Essential

- Qualification (or equivalent experience) in a relevant field such as youth work, psychology, counselling, education, childhood studies, health or social care, or social work.
- Experience of facilitating groups
- Experience/knowledge of the challenges facing neurodivergent young people and their families.
- Strong organisational skills and excellent time management.
- Excellent communication skills (spoken and written) with the ability represent the organisation internally and externally.
- Ability to manage a varied workload with competing demands.
- Experience planning and executing evaluation plans.
- Strong computer and software skills.

#### Person Specification - Desirable

- Knowledge or experience of working in a charity / social enterprise.
- Ability to write and present clear, well-structured, reports.
- Knowledge of the impact that executive functioning has on the lives of neurodivergent people.

#### Equal Opportunities

EPIC Think Learn is an equal opportunities employer. We welcome and encourage job applications from people of all backgrounds, including those from Black, Asian and minority ethnic communities, those who are neurodivergent, people with disabilities and individuals who identify as LGBTQ+, including trans and non-binary candidates.

EPIC Think Learn is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo a PVG scheme check through Disclosure Scotland.

#### How to Apply

Please send your CV and a covering letter demonstrating your skills and experience for this role within EPIC Think Learn to [hello@epicthinklearn.com](mailto:hello@epicthinklearn.com) by 5pm on Wednesday 15<sup>th</sup> July 2026. Applications that do not adhere to these requirements will be disregarded.