



JOB DESCRIPTION

Job Title:	ANGELS Group Facilitator
Hours:	Part-time, 5 hours per week in the evening
Salary:	£13.45 per hour
Reports to:	ANGELS Coordinator
Location:	Working from East Kilbride, Hamilton office and home

Introduction

The vision of Community Volunteers Enabling You (COVEY) is for children, young people and families to live happy and fulfilled lives. Our mission is to support children, young people and families to become more resilient, safe and better equipped to reach their full potential. We do this through providing 1-1 and group-based befriending, mentoring and family support across Lanarkshire.

Every day, we receive referral enquiries from a range of community-based partners (social work, education and third sector partners) who see the struggles of children and young people facing social isolation, trauma, mental health challenges, and family crises. These children and young people, aged 8 and above, often endure significant hardships, including poverty, family breakdown, care-experience, additional support needs and caring responsibilities. These young lives often bear burdens no child should have to carry.

No matter the challenges they face, COVEY is committed to working with each participant to build resilience and empower them to reach their full potential. With increased resilience, our young people and parent/carers transition to brighter futures, engaging in education, training, volunteering, or employment opportunities.

Values:

- Commitment - Having a positive attitude, reliable and consistent
- Collaboration - Working together with participants, statutory and third sector partners to deliver joined-up support that helps families thrive
- Respect - Accepting and acknowledging differing viewpoints, being non-judgemental
- Innovation - Forward thinking, actively embracing change, solution focussed
- Passion - Having a strong belief in our mission, inspiring others positively

Outcomes:

We support children, young people and families to work towards:

- Improving health and wellbeing
- Increasing confidence
- Strengthening connections and reducing isolation
- Improving attainment and positive destinations
- Improving financial capability and wellbeing

Role

Working within our ANGELS (Additional Needs Gaining Experience in Life Skills) project, the Group Facilitator will be responsible for arranging and delivering group activities for children and young people with Additional Support Needs (ASN), learning disabilities, neurodivergent conditions, and other complex support needs.

Working collaboratively with staff, volunteers, families, and partner agencies, the role aims to ensure improved outcomes in health and wellbeing, social connections confidence, and increased engagement with education, training, volunteering, employment, and community life.

ANGELS provides a range of weekly group activities which work towards specific outcomes identified by young people and their parents/carers. These activities focus on both social and practical life skills, including:

- Creative workshops: arts, crafts, music, and drama that allow participants to express themselves creatively and build confidence.
- Life skills workshops: age-appropriate activities such as baking or Makaton that foster self-sufficiency and resilience.
- Physical activities: fitness and health sessions to promote wellbeing and improve physical health.
- Community outings: experiences designed to enhance social skills and broaden horizons, reducing isolation and creating a sense of belonging.

An ANGELS group is more than just a weekly social group; it is a programme of high-quality, needs-led activities and community-based outings with a high staff/volunteer-to-young person ratio to make sure every young person is involved and thriving at the group. There is also food/refreshments provided, skilled facilitation, optional transport to and from sessions, and volunteer support enabling an approximate 1:2 adult-to-young person ratio. Some sessions are COVEY-led, others are facilitated by external providers, whilst others involve trips or visits to alternative venues.

Through a relationship based and trauma informed approach, the Group Facilitator will provide consistent, high-quality support that builds trust, strengthens resilience and promotes positive engagement.

Working closely with Service Managers, Coordinators and Volunteers, the Facilitator will arrange for the groups of young people to take part in fun weekly activities and will implement delivery to ensure safe, effective and impactful support for participants. This includes supporting volunteers, maintaining strong safeguarding practice and ensuring all activity contributes to improved outcomes in health and wellbeing, confidence, social connections and engagement with education, training, volunteering or employment.

Key Responsibilities

Service Delivery and Facilitation

- Deliver group-based activities as part of the ANGELS programme, ensuring sessions are safe, inclusive, engaging and responsive to participants' needs.
- Build positive, trusting relationships with children and young people, promoting engagement, participation and progression.
- Adapt activities to meet a range of ASN needs, abilities and interests, ensuring accessibility and inclusion at all times,
- Arrange transport, venues, refreshments, and other resources for group activities, events, and sessions.
- Ensure venues and activities are accessible and appropriate for participants with a range of physical, sensory, communication and learning needs

Engagement and Participation

- Encourage active participation from children and young people, supporting them to build confidence, skills and positive peer relationships.
- Contribute ideas to improve ASN services, group programmes and participant experiences.

- Assist with engagement events, trips and wider participation opportunities in collaboration with the Coordinator and COVEY colleagues.

Working with Volunteers and Partners

- Work alongside volunteer befrienders/mentors and students during group and 1:1 delivery, offering guidance and support in line with agreed plans.
- Positively represent COVEY when working with community, statutory and voluntary sector partners.
- Contribute to partnership activities that support engagement, skills development and community connection for young people.
- Engage with community, statutory, and voluntary agencies, working in close partnership to support vulnerable families.

Safeguarding and Risk Management

- Actively implement safeguarding, child protection and risk management procedures in line with COVEY policies and guidance.
- Identify and respond appropriately to safeguarding concerns, escalating issues promptly to the Coordinator.
- Contribute to risk assessments and support the safe running of activities, sessions and events.

Monitoring, Reporting and Administration

- Maintain accurate session records, attendance and engagement information as required.
- Provide feedback to the Coordinator on participant progress, engagement and emerging needs.
- Contribute to the collection of participant quotes, feedback and case studies to support monitoring, evaluation and reporting.

Training, Supervision and Development

- Participate in regular supervision with the ANGELS Coordinator.
- Engage in mandatory training and continuous personal development relevant to the role, specifically ASN.
- Attend and contribute to team meetings, service discussions and other organisational meetings as required.

Organisational Contribution

- Work in line with COVEY's values, policies and procedures at all times.
- Contribute positively to the wider work of COVEY as required.
- Undertake any other duties reasonably required in line with the role.

Person Specification

Education and Qualifications

- HNC/SVQ3, or working towards a qualification in Youth Work, Health and Social Care, Community Development or related field.
- Relevant experience and skills may be accepted in place of formal qualifications.

Skills and Experience

- Experience in assessing and supporting children and young people with Additional Support Needs (ASN), including autism, learning disabilities, ADHD, social, emotional and behavioural needs
- Experience of delivering or supporting group-based activities and/or 1:1 interventions

- Proven ability to develop, organise, and facilitate group activities for diverse participants
- Experience of supporting young people who may display behaviours of distress or behaviours that challenge, using positive behaviour support approaches and de-escalation techniques
- Understanding of safeguarding and child protection responsibilities within a youth or community setting
- Ability to engage children and young people positively and build trusting relationships
- Experience supporting volunteers and students in operational settings
- Strong communication skills, with the ability to work collaboratively with colleagues, volunteers and partners
- Ability to organise and prioritise workload while maintaining a high standard of record-keeping and data security in line with GDPR requirements
- Strong verbal and written communication skills, with proficient administrative and database management skills (Salesforce)

Other Requirements

- Availability for evening work
- Enhanced PVG required.
- Full Driving Licence with access to a car for business purposes is required as the role involves collecting and dropping off participants for group each week.