

## **Job description**

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Job title	Self-help community facilitator
Responsible to	Self-help group manager
Remuneration	£8.21 per hour
Hours	14 per week (which will include some evenings and weekends)
Location	Bolton and surrounding area

### **Job summary**

To support the self-help group manager in the delivery of an ambitious and borough wide community mental health project over the duration of the funding, which will build stronger and more resilient communities.

The role will require you to be able to travel to outreach projects where you will engage with the community to identify unmet needs, establish mental health focussed self-help groups which you will initially facilitate. You will need to be able to identify who within the group could be trained to become a facilitator and support them over a period of time to take over the facilitation of the group.

### **Key Tasks and Responsibilities**

#### **Promotion of the project**

- In partnership with the self-help group manager and other MhIST employees and volunteers you will promote the project in various locations
- You will actively engage with other local organisations to establish beneficial links for joint working.
- In partnership with the self-help group manager you will develop appropriate promotional activities which can be shared in Bolton and across the wider GM footprint.

#### **Safeguarding**

- To report to the self-help group manager, any safeguarding, child and adult protection concerns
- To input into the design of safeguarding systems, policies and procedures.
- To implement best practice in relation to safeguarding
- To attend safeguarding training.

## **Feedback and monitoring**

- You will ensure that groups collect and report monitoring information as required.
- You will collect and report any unstructured feedback concerning the operation of, or any other aspects of the groups.
- At regular intervals you will conduct face to face interviews with users of the groups and report your findings.
- You will support the self-help group manager to develop and deliver reports on activity and outcomes as required by MhIST and funding organisations.
- You will assist the self-help group manager and research group in developing annual reports and other research activities.

## **Team meetings and supervision**

- Attend self-help group team meetings and MhIST wide staff meetings and any training organised to update staff skills and knowledge.
- Work in a manner that adheres to equal opportunities principles in all work undertaken for and on behalf of MhIST.
- Attend as required for supervision with the self-help group manager.
- Adhere to all MhIST standards, policies and procedures.
- To participate, where appropriate, in the wider work of MhIST as requested.
- Carry out any other reasonable tasks commensurate with the post, as directed by the self-help group manager.

## **Organisation of resources and arrangement of guest speakers for groups**

- To be responsible for assisting volunteer group facilitators in arranging and organising resources for their groups. This could include scheduling speakers on topics of interest, writing small bids to enable further activity, sourcing meeting space and arranging trips or visits.

## **Training and recruitment of volunteer group facilitators**

- To recruit volunteers for the project.
- To assist with the induction, training, development, and support of volunteers for this project.
- To assist in the training of all volunteer facilitators in group facilitation skills.
- To monitor the activity of the volunteers.
- To assist organising regular volunteer network meetings to provide a support forum for their development.
- To assist in providing a regular supervision opportunity for all volunteer group facilitators.
- When required deputise for absent volunteer group facilitators.

## **You will need to be a key holder**

- There will be times when you are the only employee in our property and with therefore need to be a key holder to ensure that property is secured appropriately.

## Person Specification – self-help community worker

Good literary, numeracy and IT skills	Essential
Experience of engaging with people who experience difficulty with their mental health.	Essential
Ability to set and adhere to boundaries whilst remaining empathetic	Essential
Reliable as will be expected to be a key holder	Essential
Have the ability to travel to various locations in and around Bolton	Essential
Excellent organisational skills	Essential
Enthusiastic with a desire to train and gain additional skills and qualifications	Essential
To be able to work on their own when required but also as part of a team	Essential
To be able to attend and participate in meetings with other organisations and when required give presentations regarding our service	Essential
The flexibility to work evenings and weekends and on occasion to be able to work additional hours to cover absences and leave	Essential
Have previous experience of setting up self-help groups	Desirable
Have experience of facilitating self-help groups	Desirable
Have experience of writing bids to obtain funding	Desirable
Have experience of managing people	Desirable