



## JOB DESCRIPTION

Job Title:	Headlight - Group Facilitator
Hours:	10 hours per week
Pay:	£12.50 per hour
Location:	Axminster
Reporting to:	Manager

### Main Job Purpose:

1. Support young people aged 13-24 with mental health issues attending Headlight and ensure that the service supports the emotional and mental wellbeing of young people.
2. Plan, organise and deliver a range of activities which support the mental and emotional wellbeing of young people.
3. Co-ordinate the volunteer team rota.

### Main Duties and Responsibilities:

#### Peer Support Sessions

1. Develop group work as appropriate, helping to ensure a safe and comfortable environment and positive outcomes for all members of the group.
2. Maintain positive contact with the young people using the service.

3. Lead on the planning, organisation and delivery of activities which support the mental and emotional wellbeing of young people, in partnership with the Young People's Mental Health Support Worker, the Manager, and volunteers.
4. Assist the Manager with the recruitment and training of volunteers; and co-ordinate the volunteer team rota.
5. Organise and make arrangements for the weekly sessions to include cooking of a healthy meal for the participants.
6. Include young people in the development of future sessions and encourage participants to take an active interest in the development of the service, including mentoring and volunteering.
7. Lead on session debriefs; maintain session notes and session attendance records; and other administrative tasks associated with the sessions; log information on database in a timely manner.
8. Make contact with, and plan workshops to be delivered by external providers, and build relationships with potential workshop providers (including checking relevant DBS clearance).
9. Produce risk assessments for activities, workshops and events, and relevant consent forms.

### **General**

1. Work as part of the team to ensure that the service supports the emotional and mental wellbeing of young people and enables them to have better life chance.
2. Attend team meetings; clinical supervision; appraisal meetings; and 1:1 meetings with Manager as required.
3. Work within all policies and procedures of the organisation.
4. Record work on data base and carry out other administrative tasks as required.
5. Carry out any other duties that might reasonably be required of this post.
6. Attend training to maintain good practice and as part of agreed personal development needs.

# PERSON SPECIFICATION

## Headlight - Group Facilitator

	Essential	Desirable
Experience and Qualifications	<ul style="list-style-type: none"> <li>• Experience of working with young people aged 13-18 and/or 18-24, in particular young people with mental health issues.</li> <li>• Experience of planning, organising and running group activities with young people.</li> <li>• Experience of involving young people in the design and delivery of projects or sessions.</li> </ul>	<ul style="list-style-type: none"> <li>• Recognised qualification in one of the following areas: Teaching, Mental Health, Youth and Community, Social Work.</li> <li>• Hold a current first aid certificate.</li> </ul>
Skills, Knowledge and Abilities	<ul style="list-style-type: none"> <li>• An understanding of the issues affecting young people with mental health issues.</li> <li>• Excellent verbal, written and listening skills; able to communicate effectively with a range of people.</li> <li>• Ability to initiate, plan, organise and deliver activities that promote and support emotional well-being.</li> <li>• Competent in the use of IT (e.g. Microsoft Office suite; databases); and experience of using social media.</li> <li>• Administration, record keeping and organisational skills.</li> <li>• Knowledge and understanding of safeguarding</li> <li>• Knowledge of and commitment to equality and diversity</li> <li>• Understanding of issues around confidentiality and data protection</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of other services available to young people.</li> <li>• Experience of producing risk assessments</li> </ul>

Other	Full valid driving licence and use of a car or have ability to travel for the purposes of this role. Willingness to undertake training to ensure best practice and for personal development as appropriate	
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