

Job Description - Group Coordinator/Facilitator for peer-to-peer mental wellbeing support group

Job Title: Group Coordinator/Facilitator
Responsible to: Project Manager & NXG Trust Board of Trustees
Responsible for: Group participants/volunteers

Hours of Work: 5 hours per week - 2 hours will be for the facilitation of the group and 3 hours developing the group, building referrals and evaluating the work.

Salary: £30 per hour
Salary info: Funded until end of January 2022.

Project outline:

We have funding from the BUPA Foundation to develop a peer-to-peer mental wellbeing support group. This group will meet weekly and give mutual support with a variety of mental health issues and experiences.

The Group Coordinator will involve participants via a variety of routes. Making links with local agents such as doctors surgeries, community centres and groups, IAPT services etc is a central part of the role. The group will require sympathetic facilitating and regular evaluation.

Main tasks:

Organise and facilitate the weekly group

Communicate with potential and existing participants pre-group to encourage participation and give support within the boundaries established

Receive, document, process and coordinate all referrals for the group - ensure GDPR compliance
Consult and gather service users' evaluation.

Make links with partners such as doctors' surgeries, community centres and groups, IAPT services etc informing them about the service and inviting them to 'socially prescribe' the group to patients/clients/service users.

Be familiar with complementary services locally that group participants can be signposted and referred to.

Other tasks:

Maybe needed to undertake other tasks as the project develops.

Probationary period: 3 months

Contract: 1 year from January 2021 to end of January 2022