

JOB DESCRIPTION

Job title:	Pre-Therapy Group Facilitator for Adults
Service:	Portsmouth and Gloucestershire Domestic Abuse / Sexual Violence Service
Salary:	Grade 3 Point 20
Hours:	20 hours per week (part-time)
Location:	Gloucestershire, office based - flexible working to be discussed on an individual basis
Responsible to:	Communities Coordinator

Summary of Role:

Family Action are looking for a Group Facilitator to join our team. Our services include a telephone helpline, counselling, advocacy, outreach and a co-produced, relational activism project.

Our group worker will have demonstrable experience in facilitating and leading group work and an understanding of the impact of domestic, trauma-informed working, and maintaining professional relationships with survivors. They will have a commitment to promoting equality and inclusion, working therapeutically with groups and using data and insight to monitor impact and effectiveness and gathering service user feedback to inform service delivery and planning.

This is an exciting opportunity, for an experienced facilitator, to build group-based provision for adult survivors of domestic abuse, who have access to safe accommodation. You will be responsible for co-designing course materials for both remote and in-person groups and for training a small group of volunteers to support you in your role.

You will lead the promotion, delivery and evaluation of psycho-educational pre-therapy groups and post counselling group-based support with adult survivors of domestic abuse that have accessed Safe Accommodation in and around the Gloucestershire area. There will be 3 hours per month of paid clinical supervision plus line management supervision with the communities coordinator.

Key Tasks and Responsibilities:

1. To promote, deliver and evaluate psycho-educational, pre-therapy groups with adult survivors of domestic abuse.
2. To plan, design and risk assess drop-in group activities for adult survivors of domestic abuse.

3. To provide comprehensive in person and remote assessments for all adults referred to the pre-therapy and activity groups.
4. To write and facilitate training for a small number of volunteer group facilitators.
5. To provide appropriate supervision to volunteer group facilitators.
6. To regularly review the group work programme and incorporate Family Action outcome monitoring tools and/or develop tools where necessary.
7. To maintain confidential, up to date and accurate records of all group sessions.
8. To ensure that all service activity is appropriately recorded and inputted appropriately onto the database.
9. To facilitate the contribution of client feedback, ensuring that with permissions lived experience of adult survivors of abuse is heard to inform the project.
10. To liaise with partner organisations and other professionals as appropriate and when required.
11. To attend in-house Family Action training and clinical supervision.
12. To provide the Community Project Coordinator with relevant monitoring information relating to the project inclusion within comprehensive monitoring reports for commissioners.
13. To work in conjunction with the Community Project coordinator to ensure group programmes of training are compliant with Family Action procedures in all relevant areas including Safeguarding, Data Protection, Equality & Diversity and Health & Safety.
14. To understand and comply with Family Action's procedures for promoting and safeguarding the welfare of children and vulnerable adults.
15. To ensure the implementation of Family Action's Equality & Diversity Policy and Ethical Policy in every aspect of your work and positively promote the principles of these policies amongst colleagues, service users and other members of the community.
16. To comply with Family Action's Health and Safety Policy, Data Protection Policy and to protect your own and others' health, safety and welfare.
17. To work flexibly as may be required by the needs of the service and carry out any other reasonable duties as required.

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Person Specification

Education, Qualifications and Background	
1.	An academic qualification to level 5 is essential.
2.	A counselling qualification is desirable.
3.	Demonstrable experience of facilitation/group work and understanding of the impact of domestic abuse.
4.	Experience of working in a trauma-informed way.
Abilities and Skills	
5.	Skills, knowledge and aptitude for building and maintaining professional relationships with adult survivors of domestic abuse through group work or community projects.
6.	Experience of undertaking group assessments.
7.	Experience of working therapeutically with groups.
8.	Demonstrable ability to organise and prioritise work to carry out routine daily tasks. Ability to work independently, using own initiative and as part of a team.
9.	An excellent understanding and awareness of the impact of interpersonal trauma, domestic violence and social exclusion and a commitment to promoting inclusion and equality of opportunity for all.
10.	Good knowledge of the Criminal Justice System and associated issues facing client group including relevant legal frameworks in relation to mental health and child protection.
11.	Experience of establishing and sustaining a broad range of professional relationships and relationships with volunteers.
12.	Experience of collecting and using data to monitor impact and effectiveness. Experience gathering service user feedback to inform service delivery and planning.
13.	Experience of using IT systems/case recording systems to keep accurate and timely records in-line with policy.
14.	Experience of providing supervision for volunteers.
15.	A proven ability to work creatively and flexibly, using evidence-based approaches to achieve positive change
16.	To be able to always evidence Family Action's values, which underpin Family Action's mission of 'building stronger families' by: <ol style="list-style-type: none"> a) Being people focused b) Reflecting a 'can do' approach. c) Striving for excellence in everything we do d) Having mutual respect for everyone we work with, work for and support through our services

17.	Willing to work flexibly and outside core hours, including evenings and occasional weekends.
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