



Facilitator – Mums’ Support Group Job description

Job title	Facilitator – Mums’ Support Group (6 hours per week)
Salary	£16,112 (Pro rata - £8.37 per hour)
Reporting to	Community Services Manager
Responsible for	Click or tap here to enter text.
Location	Tonbridge Wellbeing Centre, 3 St Mary’s Road, Tonbridge, Kent TN9 2LD and Sevenoaks Wellbeing Centre, 34 St John’s Road, Sevenoaks, Kent TN13 3LW

Purpose of the role

To facilitate the West Kent Mind Mums’ Support Group at Tonbridge Wellbeing Centre and Sevenoaks Wellbeing Centre which provides an opportunity for mums to meet and develop a mutual support system that will help maintain the wellbeing of the members.

Key tasks

- To facilitate the Tonbridge Mums’ Support Group ensuring that all women accessing the group feel involved, safe and supported.
- To encourage reflective discussion, emotional support and enhance the wellbeing of the women attending the group.
- To enable the Mums’ Support Group to meet at the agreed time, ensuring the room is set up and refreshments are provided.
- To encourage the group to develop mutual support and trust in a positive atmosphere.
- To ensure that all group participants understand and respect confidentiality and are non-judgmental.
- To assist with the recruitment of new members and ensure their full inclusion in the group.
- To ensure that the space in which the crèche and support group operate are left in a tidy manner at the end of each session.
- To communicate effectively with other team members ensuring that relevant information is passed on to the team.
- To ensure that appropriate risk assessments are carried out for the activities involved.
- To provide cover for other staff when necessary.
- To undertake training as required.

- To work at all times in accordance with the values, policies, practices and procedures of West Kent Mind with particular emphasis on equality of opportunity, confidentiality, impartiality and safeguarding.
- Maybe required to support and supervise volunteers as agreed with your line manager.

Person specification

All experience may be paid or voluntary, full or part-time, in the UK or overseas.

Essential

- Commitment to the aims and ethos of the Mums' Support Group
- Understanding and empathy with mum's experiencing pre or post-natal depression or other mental health issues.
- A clear understanding of the role of Facilitator and Client within the group.
- Ability to set aside own problems or preoccupations in order to respond sensitively to others' issues.
- Excellent communication and listening skills
- Ability to facilitate a group of women in a supportive and inclusive way.
- Awareness of own limitations and capabilities.
- Ability to support people in distress.
- Ability to manage sensitive and confidential information appropriately.
- Good organisation skills.
- Basic IT literacy.
- Good team player.

Desirable

- Personal experience of mental health issues similar to those faced by the Mums' Support Group Members is desirable not essential.

This role is offered at 6 hours per week with the potential to work additional hours to cover staff absences, undertake training and attend staff meetings.

Terms and conditions

Hours of work	2.5 hours per week
Salary	£16,112 (Pro rata - £8.37 per hour)
Contract term	9 months

Holidays

23 days per year (calculated pro-rata for part-time employees) increasing by 1 day for each year of service to a maximum of 30. Bank holidays are also calculated on a pro-rata basis, these are discretionary and do not form part of your contract of employment.

Pension

We operate a contributory pension scheme, which you will be auto-enrolled into (subject to the conditions of the scheme).

Probationary period

This is usually 3 months but may be extended for a period of no more than 12 months.

Employee Assistance

All staff have access to an Employee Assistance Programme. This is a 24 hour service available 365 days per year.

Closing date: 27th September 2019

Interviews: 2nd October 2019