

Group Co-ordinator

Hertfordshire Mind Network
Watford Wellbeing Centre
501 St Albans Road
Watford
Hertfordshire
WD24 7RZ

02037 273600

info@hertfordshiremind.org
www.hertfordshiremind.org

Group Co-ordinator

Dear Applicant,

Thank you for your enquiry about the above post.

This pack contains the Job Advertisement, Job Description and Person Specification. For more information about the role and our services, please see our website at <https://www.hertsmindnetwork.org/group-co-ordinator/>

To apply, please submit your CV and a supporting statement as to why you are suitable for the role. Clearly state your address, e-mail address, telephone number and whether you have a driving license and whether you own a vehicle. Being able to drive and having access to your own vehicle is essential for this role.

Please return applications to Karon Gordon at the above address or by email to recruitment@hertsmindnetwork.org

Closing date for receipt of applications is Friday 16 June 2023.

Interviews to be held on Tuesday 20 June 2023 at our Watford Wellbeing Centre

Yours sincerely,

Karon Gordon
Services Manager – Peer Support, Wellbeing and Volunteering

Job Description

Job title:	Group Facilitator/Co-Ordinator
Reference Number:	134
Salary scale:	£24,000 - £25,000 FTE per annum incl. Outer London Weighting (OLW)
Reports to:	Services Manager
Contract length:	March 2024
No. of hours:	37.5 hours per week (Full time)
Main base/s:	Countywide
Checks needed:	Enhanced DBS and 2 satisfactory references

Purpose of Post

Hertfordshire Mind Network (HMN) provide a significant amount of face to face and online groups across the county. We currently offer 28 groups which includes our inclusive meeting places, art groups, self-supporting groups, our new supportive drama group and many more. Our group support is in great demand and this role is key to us expanding, developing and managing our groups to meet the needs of our clients across Hertfordshire.

Services & Staff

- To provide regular line management supervision to a team of Group Facilitators
- To play an integral role in instilling HMN's values through the Group Facilitators and their groups
- To play a key part in the development and delivery/facilitation of our groups
- Ensure the delivery of quality services at all times

Key Accountabilities

- To be line managed by the Services Manager
- To oversee all current groups/meeting places
- To manage own workload, prioritising tasks and working on own initiative
- To facilitate a set number of our regular groups/meeting places
- To provide cover for holidays/sickness, where possible
- To ensure adequate cover is provided for groups/meeting places for holidays/sickness
- To manage the group referrals inbox, responding to queries in a timely manner and processing new referrals
- To line manage between 3-5 Group Facilitators
- To participate in the recruitment of Bank Workers

- To provide monthly supervision to support group work and staff wellbeing
- To compile quarterly group stats for reporting purposes
- To attend Coordinators and Group Facilitator meetings and any other meetings necessary
- To work closely with our Influence and Participation Co-Ordinator, to ensure client involvement in current groups and for the development of potential new groups
- To work closely with HMN's Volunteer Coordinator, to ensure volunteer group needs and opportunities are identified
- To support the Service Manager to develop new groups
- To identify pathways and onward referrals between other HMN services and external organisations
- To carry out HMN's induction program for new facilitators
- To ensure Group Facilitators receive regular and up to date training to support their job role and well-being
- To manage and prioritise all administration tasks
- Support the Service Manager and Director of Complex Needs and Community with any other tasks or projects

Information, marketing and promotion

- To liaise with marketing to produce a range of marketing materials to promote the groups and meeting places
- To disseminate the marketing materials to a wide range of audiences
- To attend events and external meetings to promote our group and meeting place provision

Monitoring and Evaluation

- To ensure the funding requirements are met and the impact of the work is recorded, monitored and evaluated
- To ensure outcomes and evaluations are recorded effectively and generate reports as required
- To ensure HMN's relevant databases are accurately updated and maintained

Other

- To undertake any other tasks or duties that may reasonably be required in relation to the programme
- To maintain up to date knowledge of legislation, national and local policies and issues in relation to mental health
- Undertake other duties as may be reasonably determined by Senior Management
- Some out of hours facilitation and support will be required

See Below for Person Specification

Person Specification	Essential/ Desirable
Qualifications	
Educated to degree level or equivalent professional qualification	D
Experience	
Experience of facilitating and developing groups and a good understanding of group dynamics	E
Experience of co-ordinating and/or leading service provision	E
Experience of managing, supervising and supporting a team	E
Development and management of projects in the voluntary or independent sector	E
Understanding of mental health issues and the impact this can have	E
Understanding of safeguarding when working with vulnerable adults	E
Working in partnership with various organisations in various settings, including statutory	E
Skills and Abilities	
IT literate with the ability to design simple marketing materials and power point presentations	E
Ability to deal with stressful and difficult situations in a calm and solution focussed manner	E
Ability to communicate orally and in writing presenting information in a sensitive manner	E
A high degree of personal motivation and willingness to learn new skills, taking on challenges and to undertake relevant training	E
Ability to effectively plan and organise own workload and coordinate other resources to meet deadlines	E
Flexible and creative approach to working with individuals	E
Ability to involve clients in all aspects of work	E
To work some unsocial hours	E
Commitment to and a working knowledge of equality and diversity	E
Practical	
Clean Driving Licence and use of own car	E