

Dear Applicant,

Thank you for your interest in the role of Support Group facilitator.

This is an interesting role running groups and meeting carers and former carers and a fantastic opportunity for the right candidate to join Carers’ Support (Bexley) and make a real difference to the organisation and to our clients.

We are a charity set up by and for Carers in and around Bexley. Our aim is to make a difference every day and have a positive impact on both the lives of our Carers and the communities in which we work. We are committed to working in partnership with others to ensure that Carers are supported locally. People are very much our business and our small but passionate team are undoubtedly our greatest resource.

The job description and brief person specification for the role is attached, together with our Covid 19 Policy for your reference.

To apply, please send your CV with an additional supporting statement explaining how you meet the person specification. No more than 2 sides of A4 for the Supporting Statement please. Please send to vikkiwilkinson@carerssupport.org. CVs without a supporting statement can not be considered.

Please submit your Supporting Statement and CV by the **15th July 2022.**

We will invite shortlisted candidates to a friendly, informal interview on the **21st July.**

If you have any questions about the role, please contact Vikki Wilkinson on [vikkiwilkinson@carerssupport.org](mailto:vikkiwilkinson@carerssupport.org) or on 020 8302 8011.

Vikki Wilkinson

*Chief Executive*

**Carers' Support (Bexley)**

## JOB DESCRIPTION

**Post Title:** Support Group Facilitator

**Hours:** 8 hours per week

**Salary:** £5,111 per annum for 8 hours per week (£23,000pa FTE)

**Holidays:** 5 weeks per year, pro rata, plus 8 bank holidays

**Accountable to:** Joanne Flitton, Information and Support Worker.

**Probationary period:** 3 months

**Purpose:** To facilitate a range of established activity/support groups and a twice monthly drop-in for carers and former carers

**Duties:**

**We have an established programme of groups running that offer support and companionship to carers and former carers. As a Support Group Facilitator you will continue to organise and run these groups. The groups are:**

**Crayford Manor House** –

1st Monday of month- Music & Singing Club 10.30-12.30pm (cover\* 10-1pm)

           3rd Monday of month- Monday Club (LD Group) 11-1pm (cover 10.30-1.30pm)

           4th Wednesday of month- Art Group 10-12pm (cover 9.30-12.30pm)

2nd and 4th Friday of month- drop in café morning.

**Blackfen Community Library**-

2nd Thursday of month- Carers Coffee Morning 10.30-12.30pm

**Christ Church Erith**-

1st Thursday of month- Support Group for Carer & Cared for 11-1pm (cover 10.45-1.15pm)

            3rd Thursday of month- Carers /former carers only Support Group 11-1pm (cover 10.45- 1.15pm)

**\*cover includes set up and tidy up time**

**Please note: if you are unable to commit to these exact dates/sessions please do contact us. We do have some flexibility.**

* Organise and run the listed groups
* Manage and support volunteers to help out at the various groups
* Keep records of people who attend for monitoring purposes
* Comply with Carers' Support’s policies and procedures to ensure performance standards are met.
* Attend and participate in any training deemed appropriate and necessary to ensure effective performance and personal development
* Cover for the Information and Support Worker if required by facilitating other groups in her absence (subject to your availability), for which additional hours will be paid.
* Any other duties as required to facilitate the smooth running, monitoring and evaluation of the groups.

**PERSON SPECIFICATION**

**Essential**

* An awareness of the needs of Carers and an understanding of the issues they face.
* Experience of facilitating groups
* A willingness to lead, participate in and encourage group singing
* Ideas for other sorts of activities you could run to encourage participation and enjoyment of the groups
* Excellent inter-personal skills and the ability to empathise with people
* The ability to care for yourself and set appropriate boundaries.
* The ability to organise your own workload and be self-motivating. A willingness to work as part of a team.
* The ability to acquire a thorough knowledge of Carers’ Support’s policies and a commitment to working in an Equal Opportunities framework.

**Desirable**

* Experience of working with, motivating and supporting volunteers