



Job Description

Group work facilitator and engagement worker

Job Title: Group work facilitator and engagement worker

Responsible to: Programme Manager

Working hours: 35 hours per week. This job may involve working out of hours on rare occasions

Work Location: Based in Hammersmith offices

This post is open to female applicants only as being female is deemed to be a genuine occupational requirement under Schedule 9, Paragraph 1 of the Equality Act 2010.

Job summary: To create and facilitate a group work and workshop programme for women who have experienced domestic abuse and other forms of violence. To support promotion and further development of Advance women's centre. To achieve this through a range of methods including proactively engaging potential service users and promoting the work. To empower service users by strengthening their confidence, self worth and knowledge. To liaise with a range of appropriate agencies and services to promote the programme.

An understanding of the dynamics of domestic abuse and other forms of violence against women and girls as well as the ability to engage with service users in group and one to one settings are essential. An understanding of safeguarding duties, risk management and safety planning are also required.

- Proactively engage service users to attend the groups and use a variety of mediums to engage women, and effectively communicate with potential participants to give programme information, support, encouragements and ensure engagement;
- Proactively liaise and engage with referred to group work clients' case workers to ensure clients' engagement with the group work;
- Proactively advertise, promote and raise awareness of the group work and women's centre activities to survivors and service providers;
- Plan and organise external events related to the group work and activities to ensure success of the programme's and women's centre;
- Process, assess and co-ordinate all referrals for group work;
- Support participants around travel arrangements and childcare (if required) by provision of advice and information of childcare options in the area such as children centres/crèche;
- Create and arrange group materials and supplies including refreshments;
- Process, document and co-ordinate all evaluations and facilitators notes from groups;
- Carry out regular consultations with service users to keep improving the work, proactively identify gaps in provision, and offer groups that meet the women's needs and address the gaps while monitoring delivery;

- Support the manager to facilitate and liaise with external agencies to develop and deliver workshops for service users;
- Prepare reports for the manager and maintain data monitoring for the project;
- Facilitate and lead domestic abuse and recovery group work programmes for service users;
- Display a thorough understanding of Equality and Diversity in the delivery of the project;
- Engage and support service users to gain valuable skills and confidence including providing development opportunities;

Inform the manager of any future or current risks to the project and inform managers of any issues or successes;

Keep up to date on research and policy relevant to the work of the role;

Work with other Advance staff and service users to conduct regular reviews of the work and compile reports documenting the reviews;

A willingness to work at any Advance’s sites and on occasion attend evening or weekend meetings and groups when required;

Work within Advance’s ethos and women-centred approach while adhering to policies and procedures including that for health and safety, confidentiality and equal opportunities;

Undertake any other duties as requested by the manager, Director, or CEO.

PERSON SPECIFICATION		To be tested
1	Knowledge and thorough understanding of the dynamics of domestic abuse and its impact on women and children.	A&I
2	At least one year’s full time experience of supporting / working with survivors of domestic abuse, forced marriage, ‘honour’ based violence and/or sexual abuse.	A&I
3	Ability to prioritise and organise own workload and where appropriate work under direct supervision.	A&I
4	Good awareness of the links between VAWG and other related issues.	A&I
5	Excellent interpersonal and communication skills, particularly to building good rapport and supportive relationship with a wide range of service users.	A&I
6	Proven track record/experience of planning and facilitating group work and activities with and to service users as well as training delivery to clients, service providers and communities.	A&I

7	Proven track record of proactively reaching out to service users in innovative ways.	A&I
8	Experience of successful engagement with service users and potential group work participants.	A&I
9	The ability to be flexible and work as a team to support the service and colleagues when required.	A&I
10	Good analytical and writing skills in order to draw relevant themes from the feedback and produce data reports when required.	A&I
11	Experience of setting and maintaining professional boundaries with clients and partner agencies whilst developing positive relationship and delivering an excellent service.	A&I
12	Strong working knowledge of child and adult safeguarding issues and duties.	A&I
13	Thorough understanding of, and commitment to equal opportunities and a positive anti-discriminatory practice.	A&I
14	The ability to confidently facilitate the group work which includes keeping the group interactive, on track and on task .	A&I
15	The ability to control group dynamics and challenging behaviours of individuals who might act out, be aggressive or dominate the conversation .	A&I
16	The ability to plan group work, and also be flexible and comfortably adapt the topic and session as needed to suit the groups needs	A&I
17	Good administrative and IT skills, including a good working knowledge of Microsoft Excel, Word and outlook.	A&I

Please note that any offer of employment will be made subject to references and confirmation of the right to work in the UK and satisfactory enhanced DBS check and police vetting.

Feb 2018