



Job Description

| | |
|----------------------|---|
| Job Title | Groupwork Facilitator |
| Reports to | Volunteer Services Manager |
| Location | Brighton & Hove and across Sussex |
| Hours | 22.5 per week |
| Contract term | Fixed-term until 31/03/27 (with extension subject to funding) |
| Pay Scale | SP23 to SP25 - £30, 737 to £32,771 |
| Date issued | |
| Closing date | |

Job Purpose

To facilitate all non-therapeutic groups (both online and in-person as required) within Survivors' Network including the Peer Support Groups. **These will be in Brighton and potentially across Sussex i.e. Hastings, Eastbourne.**

Working on a Monday between 1pm-5pm in Brighton is essential to this role

To manage complex dynamics, safeguarding concerns, and risk within the groups.

To complete assessments for group work clients with multiple needs.

To support the development of and provide expert advice on Survivors' Network group work offer.

Key accountabilities

To deliver high-quality, trauma-informed groups to adult survivors of sexual violence.

To ensure consistency of approach in the group work offer.

To provide training and consultation to the staff team and volunteers on working with groups.

To coordinate the delivery of group work.

Duties and Responsibilities

1. Operational Delivery

- Facilitate non-therapeutic groups offered by Survivors' Network.

- Plan, create, and develop group work programs for Survivors' Network.
- Offer expert advice and consultation to colleagues on assessing, planning, and delivering group work.
- Manage safeguarding issues and risk within groupwork.
- Carry out assessments and reviews on clients who are referred for group work.
- Ensure that data and outcomes on group work are robust and support the preparation of reports for funders and commissioners.
- Carry out admin tasks related to groupwork.

2. Strategic Development

- Contribute to and provide input into service planning and development.
- Work with the management team to promote and develop the service in accordance with Survivors' Network ethos and policies and in response to service user feedback.
- Maintain up-to-date knowledge on issues relevant to survivors of sexual violence.
- Maintain the profile of Survivors' Network and contribute to the organisation's marketing, profile, and fundraising function.

General Duties

- Act in accordance with Survivors' Network's policies and procedures.
- Ensure the Survivors' Network commitment to working within an Empowerment Model is central to the development and delivery of all services.
- Attend and participate in regular training, staff meetings, supervision, and other meetings as necessary within the Survivors Network team.
- **Carry out evening and/or weekend work as required. One weekday evening per week will be required.**
- Be committed to personal and professional development and undertake relevant training and CPD opportunities where appropriate.
- Carry out your own administrative duties.
- Undertake any duties consistent with the post as may be reasonably requested by your line manager, the SMT, or the Board of Trustees.

No job description can cover every issue which may arise within the post at various times and the post holder is expected to carry out other duties from time to time which are broadly consistent with those in this document

Person Specification

| Assessment Area | Criteria | Desirable (D) / Essential (E) | Method of Assessment (*A,I,T) |
|---|---|-------------------------------------|-------------------------------------|
| Qualifications | | D | A,I |
| Role Specific Skills & Experience | Extensive experience of facilitating and leading groups | E | I |
| | Experience of creating and developing new groupwork programmes | E | I |
| | Thorough understanding of trauma-informed practice and how this relates to groupwork | E | I |
| | Experience of safeguarding procedures | E | I |
| | Experience of working with people who may be at risk of harm, particularly at risk of suicide | D | I |
| | Experience of working with vulnerable and/or traumatised individuals | D | I |
| | Extensive knowledge of group dynamics and complexities which may arise in a group, including maintaining boundaries | E | I |
| | Experience of carrying out assessments/reviews with clients | D | I |
| | | | |
| | | D | A, I |
| General Skills and Professional Behaviours | Strong administration skills and considerable experience in software packages e.g. Office and of using database systems, Teams and Zoom | E | I |



| | | | |
|--|--|----------|----------|
| | Experience of confidentiality and GDPR principles | E | I |
| | Commitment to self-care and maintaining appropriate professional boundaries | E | I |
| | Commitment to the vision, mission and values of Survivors' Network | E | I |
| | Commitment to anti-discriminatory practice, equal opportunities and an intersectional understanding of feminism. | E | I |
| | Ability to work evenings and travel throughout Brighton & Hove and Sussex | E | I |

***A** Application; **I** Interview; **T** Test