###### Job Description : Lead Group Organiser

#### HOURS PER WEEK : 10 Hours per week

SALARY : £19,397 pro rata (£10.03 per hour)

LOCATION : At the two group venues in Fishponds and Bedminster with occasional trips to the Bristol After Stroke office at The Gatehouse Centre, Hareclive Rd, Hartcliffe and/or home preparation.

ACCOUNTABLE TO : The Chief Executive

JOB SUMMARY : ● Organise and facilitate two stroke groups; one in Fishponds the other in Bedminster see addresses and times below.

* Lead development of good practice in our group work and support other group organisers.

● Ensure all sessions are delivered safely and meet health and safety standards

● Keep up to date records of members, volunteers and group finances

● Co-ordinate the work of the group volunteers in all groups.

● Work with the Stroke Co-ordinators to enhance the health and welfare of all group members.

● Work imaginatively and creatively in leading activities that promote wellbeing.

CONTEXT :Permanent, six month probationary period.

**Main duties:**

* Ensure the smooth running of the Groups.
* Plan and oversee the Stroke Group activities.
* Ensure all activities are carried out safely and appropriately for the Stroke Group members and volunteers.
* Work with the Stroke Support Co-ordinator to enhance the health and welfare of all group members, identifying and raising any issues of concern with the Stroke Co-ordinator.
* Introduce and settle new members as agreed with the Stroke Support Co-ordinator.
* Work sensitively with volunteers and deal with concerns. Consult with Stroke Support Co-ordinator where appropriate.
* Arrange occasional outings as appropriate, ensuring transport and venues are fully accessible and safe
* Ensure sufficient volunteer/carer help on each trip, as well as at regular Group meetings.
* Have basic knowledge of First Aid procedures and be able to manage emergency situations.
* Oversee the collection of subscriptions and ensure records are kept provided to the office.
* Deal with queries as they arise, referring to the Stroke Support Service Co-ordinator as appropriate.
* Facilitate occasional meetings of Stroke Group members to discuss issues relevant to the group and/or Bristol After Stroke.
* Attend monthly Staff Meetings.
* Distribute Bristol After Stroke information/literature/items of news/newsletters etc.
* Lead group development work look at good practice in the field and initiate development in these areas.
* Supervise volunteers attending the group and support their development.
* Facilitate group organiser meetings, communicating and sharing activities, and good practice.

The job description may be subject to review and negotiated change.

**Person Specification**

**Essential**

* An outgoing personality, someone who enjoys working with a wide range of people is able to motivate others
* Good organisational skills
* Able to take a leadership role
* Able to keep accurate financial records
* Able to take instructions and work to the goals of the organisation
* Able to work on their own and use their initiative
* Able to work as a team with volunteers and members of staff
* Able to be imaginative and creative
* Experience of supporting people with disabilities or care needs
* Experience of working as a volunteer or with volunteers
* Committed to ensuring equal opportunities are provided
* A car owner who is able to drive to groups and provide transport for group members when necessary.

**Desirable**

* Experience of working with groups
* Experience of working with people affected by stroke

The post is dependent on a satisfactory enhanced DBS check.

**Bristol After Stroke**

**WEEKLY STROKE GROUP ADDRESSES & INFORMATION**

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| **WEEKLY GROUP** | **WEDNESDAY** | **THURSDAY** |
| **BRISTOL SOUTH, EAST & WEST** | | |
| **SOUTH BRISTOL GROUP**  **St Monica Wills House, Cromwell Road, Bedminster, BS3 3NH** |  | **10.30 – 12.30** |
| **SOUTH GLOUCESTERSHIRE** | | |
| **FISHPONDS GROUP**  **Colliers Garden Com Room, Delabere Avenue, Bristol BS16 2NA** | **10am – 12 noon** |  |