###### Job Description : Virtual Stroke Group Organiser

#### HOURS PER WEEK : 14 Hours per week

SALARY : £23,409 pro rata

LOCATION : Home based, visit to office as required.

ACCOUNTABLE TO : CEO

JOB SUMMARY :

* Organise and facilitate three virtual support groups,
* Work imaginatively and creatively in leading activities that promote wellbeing, confidence and independence
* Lead good practice in our group work.
* 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.
* Work with the Stroke Co-ordinators to enhance the health and welfare of all group members.

**CONTRACT** – Temp Six Month Contract

**CONTEXT**

Bristol After Stroke run several peer support groups for people affected by Stroke. The groups offer opportunities for people to meet others in a similar situation to themselves, they offer an opportunity to build confidence, independence, reduce isolation and improve wellbeing. Bristol After Stroke’s mission is to support stroke affected people adapt to life after stroke, and our groups are a key part in meeting this aim.   Please see our website for more information [www.bristolafterstroke.org.uk](http://www.bristolafterstroke.org.uk).

Due to corona virus BAS is unable to deliver our normal offer and for the next six months expects to be running only virtual groups. Currently the organisation offers

* One telephone weekly group
* One weekly zoom group for younger people
* One bi-weekly conversation group for people with Aphasia
* Two monthly stroke cafés

Our current group organiser is leaving us at the end of September and we want someone to help us with our virtual offer until we will be able to return to running face to face groups. This post is therefore a six month contract, however we may be looking to recruit to a permanent position once we understand what our face to face and virtual offer will look like in 2021.

The post will be supporting all the virtual groups except the monthly cafés and it is the ambition to potentially increase our virtual group offer over the course of the six month contract.

**Main duties:**

* Ensure the smooth running of the Groups
* Plan and oversee the Stroke Group activities ensuring a varied programme suited to the online or telephone format.
* Ensure activities designed to support mental and physical wellbeing, are inclusive to all, support confidence building and support independence.
* Ensure all activities are carried out safely and appropriately for the Stroke Group members and volunteers.
* Undertake all duties in a way that values others, does not discriminate and promotes equality
* 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.
* Keep accurate records both written and financial.
* 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.
* Develop our expertise in our virtual offerings.
* Have basic knowledge of First Aid procedures and be able to manage emergency situations.
* 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 BAS.
* Attend monthly Staff Meetings.
* Distribute BAS information/literature/items of news/newsletters
* Develop volunteering in all the groups

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

**Person Specification**

**Qualifications:**

* Professional health or social care qualification and/or

counselling qualification Desirable

**Experience:**

* Experience of supporting people with stroke or a long term condition Essential
* Experience of working with groups Essential
* Experience of assessing risk Essential
* Experience of working with people with aphasia or similar

communication difficulties Essential

* Experience of working with volunteers Desirable

**Skills:** All essential

* Good leadership and interpersonal skills
* Good communication skills both verbal and written
* Knowledge of good practice in working with groups in different media and ensure all groups are inclusive to all
* Ability to work independently and as a part of a team
* Ability to use video conferencing tools, specifically Zoom.
* Basic IT skills and experience (Microsoft office, outlook, Word, Powerpoint)
* Understanding of equal opportunities

**Personal skills**: All essential

* Good social skills, ability to be compassionate and empathetic
* Flexible and creative
* Self motivated
* Able to engage others
* Dynamic

The post is dependent on a satisfactory enhanced DBS check.

Working hours are 14 per week

Tuesday 9.30am – 1.30pm

Wednesday 10am – 3pm

Thursday 9.30am – 2.30pm