



Group Facilitator

6 hours maximum per month

£16.07 per hour on a freelance basis

Reasonable travel expenses reimbursed

Own laptop essential to carry out role

Start date: negotiable

Reports ultimately to Charity Coordinator but on session by session basis to Lead Session Worker

Overall Job Purpose

My Life My Choice (MLMC) runs 10 monthly self-advocacy groups throughout Oxfordshire for 130 regular attendees who have a learning disability.

The groups provide an opportunity for people to meet up, voice their opinions, and to be part of their community as well as learning valuable new skills. MLMC is now looking for freelance Group Facilitators to run four of our monthly self-advocacy groups; two in Abingdon, one in Henley, and one in Witney. Applicants are welcome to apply to facilitate more than one group. The Group Facilitator will run these monthly group meetings alongside a co-facilitator who has a learning disability. Together they will work with group members in supporting them to speak up for themselves, to talk about their interests and to learn new skills.

The groups are very important to the members of MLMC. MENCAP's 2012 report "Stuck at Home" identified that 1 in 4 people with learning disabilities spend less than one hour outside their home each day. The "Loneliness and Cruelty" report (Foundation for People with Learning Disabilities, 2012) showed 93% of those interviewed saying that they felt vulnerable and isolated. The group activities help MLMC to address these issues.

The role will be part of the overall MLMC team, consisting of three Project Coordinators, the Communications and Fundraising Coordinator, the Finance & Administration Officer, two Power Up Officers, the Stingray Coordinator, a Lead Session Worker, and a growing team of Group Facilitators working under the supervision of the Charity Coordinator in order to deliver the individual project objectives.

The projects are as follows...

- **10 monthly self-advocacy groups** where 130 members meet their friends, discuss their lives, and gain new knowledge/skills.

- **Stingray nightclub** – a user-led event for people with learning disabilities where they combat loneliness and enjoy a night out.
- **Travel Buddy Scheme** – a project whereby adults with learning disabilities support their peers to travel independently on public transport.
- **Power Up** – a user led fee earning training, research, inspection, and consultancy service.
- **Champions** with learning disabilities speak up, campaign and develop networks in order to shape society.
- **Gig Buddies** - The beneficiary is matched with a volunteer who loves the same kind of 'gigs' (e.g. football matches, the cinema, concerts etc.) so they can go to these 'gigs' together. Additional activities include monthly group social events and a walking club.

Further information for applicants:

| Group | Venue | Dates and times |
|---|---|--|
| Abingdon (18 yrs.+) | Abingdon Baptist Church, 35 Ock St Abingdon, OX14 5AG | 3 rd Wednesday of each month 7pm-9pm |
| Henley (18 yrs.+) | Christ Church United Reformed Church, Henley-on-Thames, RG9 1AG | 3 rd Monday of each month 7pm-9pm |
| Abingdon Youth (Age group 18-28 yrs. old) | Unconfirmed central Abingdon venue | TBC but first group planned for September 2019 |
| Witney (18 yrs.+) | Unconfirmed central Witney venue | TBC but first group planned for June 2019 |



Job Description

Main Responsibilities and Tasks of the Group Facilitator

- Coordinate and liaise with Lead Session Worker and group members and their support team to ensure the monthly group runs regularly and effectively. This will involve booking the venue, informing group members & arranging transport where necessary.
- Liaise with venue representatives to ensure venue rules and regulations are followed and invoices are paid.
- Support and encourage members to run their own group. This will include working with a co-facilitator with a learning disability.
- Support the group to become self-financing through, for example, membership fees and local fundraising.
- Support the group to find creative and fun ways to discuss, solve and speak up about problems or issues in their lives, the local community and nationally.
- With the support of the MLMC Communications & Fundraising Coordinator, to be proactive in recruiting new members. Each group should have a minimum of 10 members in order to make it viable.
- Support the MLMC staff team to engage with group members.
- Send information, stories and photo updates to the Lead Session Worker to ensure specific group webpage on MLMC site is kept up to date.
- Building and developing relations with partner organisations.
- Invite relevant and interesting guest speakers.
- Encourage and motivate members to partake in other MLMC projects (e.g. Stingray Club nights, Gig Buddies and Transport Buddy Scheme) and to stay in touch with MLMC through trustee visits, Power Up training, social media and other groups.
- Submit personal invoice for services on a monthly basis.
- Keep a record of meetings and feedback which should be sent to the Lead Session Worker on the format requested on a monthly basis.
- Report and record all medical and safeguarding concerns to the Lead Session Worker.

- In partnership with the Lead Session Worker develop and create person-centered materials promoting activities relating to self-advocacy.
- Actively engage with and support MLMC campaigns and activities with the group members.
- To ensure a risk assessment is in place and up to date. This should be reviewed annually. MLMC believes in the positive approach to risk taking – the aim of a risk assessment is to enable not restrict.
- To undertake any other duties as may from time to time be required e.g. attend AGM. Additional pay will be applicable.
- Assure the organisation and its mission, programs and services are consistently presented in a strong, positive way to relevant stakeholders.
- To observe MLMC's safeguarding and Equal Opportunities Policy.
- To observe strict confidentiality with regard to MLMC's records and information.
- To be responsible for the safe keeping of MLMC's equipment.
- To observe MLMC's Health and Safety Policy.
- Able to work unsocial hours e.g. evenings.

Person Specification

Experience and skills

Essential

- Commitment to the practice of empowering and working with people with learning disabilities to have choice and control over their lives.
- Experience of facilitating groups of people.
- Proactive problem solver willing to work remotely and without supervision
- Willingness to learn and to be adaptable to change.
- Able to stay calm in challenging situations.
- Willingness to follow instruction and to work to objectives.
- Able to organise meetings.
- Able to communicate and network with a wide variety of people.
- Able to support people to speak up for themselves and learn skills.
- Good facilitation, presentational, written, and organisational skills.
- Good IT Skills including PowerPoint, Excel, Word, and email.
- Access to own laptop which will be needed to carry out role.
- Methodical and well organised, with the ability to prioritise.

Desirable

- Previous experience of working with people with learning disabilities
- Competent driver with full UK driving license, access to car and willing to drive at night.
- Experience and knowledge of self-advocacy

Key responsibilities applicable to all staff

Training and development

To undertake training and development activities as agreed with the Lead Session Worker for personal development related to the post, if necessary. Paid bi-annual MLMC meeting/training days are offered as part of this role.

Health & Safety

To ensure that all work is undertaken in accordance with safety legislation, rules and regulations; to follow procedures and be aware of matters that relate to the duties of the post.

Use of Resources

To ensure value for money and best use of resources in all activities related to the post.

My Life My Choice's values and Equal Opportunity

To support My Life My Choice core values and carry out all responsibilities with due regard to My Life My Choice Equal Opportunities Policy and procedures.

To observe strict confidentiality with regard to My Life My Choice records and information

This is a summary of the main terms and conditions

Job Title

Group Facilitator

Location

- Working from home and at monthly group venue

Pay

- £16.07/hour for a maximum of 6 hours per month
- Reasonable travel expenses may be claimed (e.g. car mileage paid as per HMRC approved rates)

Hours of Work

- As dictated by times of monthly group meeting

Holidays

- The £16.07/hour fee includes an allowance for holiday pay.

Probationary Period

- All new appointments are subject to a probationary period of 6 months.

Notice Period

- One month notice period should be given by either side to terminate this arrangement

References

If offered the position, one of the 2 references must be from your current or most recent employer and the referee should be either your line manager or the personnel department.

Declaration

For posts that involve working with vulnerable people, My Life My Choice will seek clearance from the Disclosure and Barring Service (DBS) prior to your starting.