

Group Work Facilitator Description

'Facilitator': noun; a person that makes an action or process easy or easier

About Waverley Care

Scotland is on track to be one of the first countries in the world to achieve zero HIV transmissions, and Waverley Care will play an essential role in getting us there.

A positive HIV diagnosis still has the power to knock people off their feet and impact every part of their lives. People living with HIV still carry the burden of decades of discrimination and misinformation about HIV. HIV is treatable, but the stigma and shame surrounding HIV holds people back and makes it different to other life-long conditions. Stigma and the fear of an HIV diagnosis still prevents many people at risk getting a test and knowing their status.

Our vision is for a Scotland where no one faces HIV alone, we will achieve this by fighting stigma and empowering people living with HIV to live full and healthy lives.

Waverley Care is Scotland's leading HIV and hepatitis C charity, and everything we do is guided by the experiences of the people we work with – this ranges from shaping the services we deliver through to how we influence national policy around sexual health and blood borne viruses (BBVs).

We are at an exciting point in our history as we strive to reach the goal of zero transmissions by 2030. There is much work to be done, but as an organisation we are driven to create lasting change for everyone in Scotland living with, or at risk of HIV or hepatitis C.

You can find out more about the work we do at our website www.waverleycare.org.

About the role

A group work facilitator plans, guides, and manages a group of people to help bring ideas together. They provide a non-judgmental space for both reflection and learning.

A skilled facilitator embodies empathy, assertiveness, and effective communication. They possess a keen eye for individual and group dynamics, adapting with kindness, energy, and well-defined boundaries.

About the person

Group Facilitators are empathetic, assertive and possess effective communication skills. They are keen observers, quickly discerning individual and group dynamics and adapting accordingly. They exhibit kindness, energy and strong boundaries. Group (Co)Facilitators encourage the exchange of respectful feedback to promote self-reflection. They ask questions rather than dictate, allowing group members to formulate their own ideas. Group (Co)Facilitators value and respect the collective power of the group.

Key strengths

- **Impartial:** They maintain a neutral stance and refrain from sharing their own viewpoints or personal experiences unless absolutely necessary for the benefit of the group.
- **Boundaried:** They possess a strong awareness of personal and organisational boundaries, empowering and safeguarding both themselves and the group. They initiate each session with group ground rules and adhere to time boundaries.
- **Collaborative:** They create environments that foster collaboration, enhancing problem-solving, communication, intrapersonal skills and innovation.
- **Energetic:** They discern when to boost the room's energy or refocus the group's attention. In moments of tension among participants, they emit a calming energy to ensure constructive and on-topic dialogue.

Responsibilities and duties

- **Organisation of Group Support Sessions:** This involves planning and arranging appropriate activities and selecting suitable venues for group support sessions.
- **Contacting Group Members:** Initiating communication with group members, extending invitations and facilitating their attendance at group activities.
- **Undertaking Risk Assessments:** Conducting risk assessments for proposed group activities to ensure the safety and well-being of participants.
- **Monitoring and Facilitating Group Activities:** Supervising and guiding the group during activity sessions, ensuring their smooth progress.
- **Observing Group Dynamics:** Keeping a vigilant eye on group dynamics and intervening when necessary, as well as reporting concerns to Waverley Care staff.
- **Assisting in Material Procurement:** Aiding in the sourcing and acquisition of materials required for the activities.
- **Setting Up and Clearing Away:** Assisting with the setup and cleanup before and after group sessions.
- **Preparing Refreshments:** Helping in the preparation of refreshments for group members.
- **Participating in Group Discussions:** Actively participating in group discussions and remaining attentive to signs of tension or challenging topics within the group.
- **Identifying One-to-One Support Needs:** Being alert to indications that participants may require individual support outside of the group, and liaising with Waverley Care staff accordingly.

- **Safeguarding Awareness:** Maintaining awareness of the safeguarding policy and knowing when to raise an issue with the facilitator.

Support and training

- Volunteers will have a designated member of staff as their back up support.
- Volunteers will receive regular one to one support to minimise the risk of secondary trauma and to discuss any concerns. This can be tailored to suit your individual needs (over coffee, phone call, in person etc.).
- Support is available via an “open door policy”; scheduled catchups will also be provided.
- Comprehensive volunteer training will be provided and updated appropriately.