



***“At Atal y Fro we work together to safeguard all adults and children”***

<b>Job Title</b>	Programme Facilitator
<b>Responsibility For Others</b>	None
<b>Line Manager</b>	CEO
<b>Salary</b>	20,541 – 21,166 pro rata 1 YEAR FIXED TERM CONTRACT
<b>Hour Of Work</b>	21 Hours per week (Flexible to suit work requirements)

**Principal Job Purpose:**

Atal y Fro delivers a trauma-informed and specialist service to women and children through a range of delivery mechanisms including specialist risk and needs assessments, individually tailored support packages and group work. We provide crisis support, aftercare and recovery services, and early intervention and prevention work. The purpose of this role is to assist in the development and facilitation of a range of groupwork programmes to address, raise awareness of, and support survivors of violence against women, domestic abuse and sexual violence (VAWDASV).

This role primarily involves delivering a 10-week programme to women who wish to move forward from domestic abuse they have experienced or are experiencing in their lives. Journey Beyond Abuse is designed to give them back power and control of their own lives through recognition of behaviours, understanding themselves, taking positive actions and moving forward. It provides a safe welcoming place for people to meet, share their thoughts and experiences and gain support from the Facilitator.

We are looking for a great communicator and organised individual who can take the initiative and drive the programme forward. The successful candidate will be passionate about Atal Y Fro mission. They will have experience in facilitating support group and be capable of supporting clients through their journey to recovery.

The post will be for 21 hours per week but on occasions the post holder will be expected to work outside their normal working hours for example, to attend staff meetings or to cover other staff holidays

## **Main Duties:**

- Deliver, evaluate and improve existing programmes.
- Provide a safe space for the expression of anxieties and exploration and sharing of experience.
- Support the empowerment of the client and assist them in recognising the features and dynamics of domestic abuse and other forms of violence against women present in their situation and help them gain control of their lives.
- Demonstrate appropriate communication and leadership skills.
- Carry out assessments for service users before beginning group work to establish need and requirement, signposting to other services when required.
- Promote a consensus-building approach where every client has a say within the group.
- Carry out regular evaluations of the groups and assist with the development and diversification of groups to account for demographics and need, eg for older women, BME women, sexual violence
- Maintain confidentiality and respect the individual needs of the client members.
- Develop and support the activities of the Group.
- Raise Awareness of the programmes

## **General Responsibilities**

- Monitor the suitability of the premises for the purpose of the group. Seek alternative arrangements should the premises become unsuitable. Ensure clients have access to technology that allows them to participate in virtual / video call meetings.
- Promote the rights, responsibilities and recovery of client members.
- Gain knowledge of other services provided by other organisations and agencies, to offer information to ensure all client members have the best possible choice.
- Comply with all AYF policies & procedures.
- Be aware of All Wales Safeguarding Procedures. Have the app accessible on work phone.
- Maintain contact with the CEO regarding the status of the group, including changes in meeting dates or times, cancelled meetings, client attendance, and any other issues or questions regarding the group.
- Ensure timesheets, income and expense forms are forwarded to Finance as requested.
- Provide monthly report to CEO by 1st of each month.
- Complete all necessary paperwork (weekly group reports, evidence reports, quarterly and annual reports and any other reports as required including risk assessments for both internal and external activities). Liaising with Data Reporting Officer regarding statistics and reports as and when requested.
- Maintain Health and Safety of the group ensuring policies and procedures are adhered to. Basic First aid at work; Mental Health Awareness Training can be provided.
- Undertake any other duties commensurate with the post as may be agreed with the CEO.

## PERSONAL SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
<b>Knowledge and Experience</b>		
Have a good understanding of domestic violence/ abuse including the impact of domestic violence/ abuse on victims and their children.	✓	
Working with vulnerable people, including families and/ or children.	✓	
Experience of delivering group work.	✓	
Experience of managing a caseload.		✓
Working within a multi-agency and legislative framework.	✓	
Have theoretical, practical, and procedural knowledge of civil and criminal justice remedies for victims of domestic abuse and their children.		✓
Understand child protection issues, how to respond to effectively safeguard, and the legal responsibilities surrounding these issues.		✓
Understand the principles of risk assessment, safety planning and risk management for victims of domestic violence/ abuse and their children.		✓
Understand the remits and resources of relevant statutory bodies and voluntary agencies.		✓
Understand and be committed to equal opportunities and diversity issues in policy and practice.	✓	
Knowledge of our involvement in training through Recovery Tool Kit/ DV Awareness groups.		✓
<b>Skills/ Qualifications/ Professional membership</b>		
Have excellent communication, negotiation, and advisory skills, both written and verbal when interacting with a range of agencies and individuals.	✓	
Have strong crisis management skills and the ability to deal with stressful and difficult situations.	✓	
Have computer literacy skills and have some experience of working with databases (including Excel, PowerPoint, Word).	✓	
Have experience delivering training and/ or mentoring/coaching others.		✓
<b>Personal Qualities</b>		
Be compassionate and empathetic with your client's situation.	✓	
Show initiative and be proactive when interacting with clients and agencies you are working with.	✓	
A demonstrable commitment to equality of opportunity and a positive approach to diversity.	✓	
Act with integrity and respect when working with all clients, agencies, and individuals	✓	
Work flexibly as part of a team.	✓	
Be optimistic about the possibility of personal growth and change	✓	
Motivate individuals and agencies to move through courses of action and decision-making processes.	✓	
Be a driver and have access to a car.		✓