



VOLUNTEER 'GROUP CO-FACILITATOR' Role Description

Who are we?

Cardiff Women's Aid (CWA) is the lead agency in Cardiff delivering an end-to-end, crisis to recovery service, which supports change that lasts, for women who are survivors of domestic abuse and violence. Volunteers are crucial to the support we provide to women and the wider community, so thank you for your interest.

What is a Group Co-Facilitator?

Cardiff Women's Centre is our aftercare and recovery hub. Whether an individual has just begun her healing journey or is a long-term survivor, Cardiff Women's Centre provides a range of support, including courses focused on learning about and healing from abuse:

The **Phoenix Programme** is a 5 week educational course that supports women who are either currently in an abusive relationship or have experienced abuse in the past. The group enables women to explore an introduction to what abuse is and how to recognise it, as well as reflect on the impact abuse may have had on them and their children. The course is run in groups of 6-12 women with the use of diagrams, videos and group discussions.

The groups are delivered by a fully-trained member of CWA staff. The role of the co-facilitator will be to support the staff member in the session, as described below:

What's involved:

- Help with preparing the room before the session (setting up tea and biscuits, preparing course materials), and tidying up afterwards;
- Being a friendly face and welcoming women into the group, recognising that attending groups can be nerve-wracking for many women so helping them to feel at ease, and tracking attendance;



- Learning the course material so that you can deliver some slides when confident to, and step in with helpful prompts during group discussions;
- Being a good listener, non-judgemental and not giving advice;
- Responding to queries by giving general information about our services, or signposting to other areas of the service if needed;
- Dealing sensitively with disclosures of trauma. This post is not an advisory role and volunteers will not be expected to provide advice or support to women in crisis. In all cases where additional support is required, the woman should be referred to CWA staff/services for advice and guidance;
- Recognising and reporting safeguarding issues to CWA staff (training will be provided).

What's in it for you:

You will be joining a friendly and supportive team, and contributing to the valuable work of CWA in supporting women who have experienced domestic abuse. Cardiff Women's Aid is working hard to develop additional recognition and support opportunities for volunteers in 2024, so now is a great time to get involved!

- **Support** - you will have a designated mentor to support you during your time volunteering with CWA; you will be given a CWA email address and access to the volunteer drive which is full of useful resources.
- **Development** - we offer relevant training to all our volunteers; we hope you will gain lots of knowledge, experience and transferable skills that you will find useful outside of your volunteering role. Many volunteers enjoy getting to meet new people, challenge themselves, and give back to their community.

In this role, you may also improve your presentation skills, demonstrate leadership and teaching abilities, develop your understanding of VAWDASV, deal with difficult or sensitive situations, and set and maintain boundaries.

- **Recognition** - you will be enrolled into our recognition program, which includes certificates to appreciate the time you have contributed. We hope to introduce newsletter, peer groups and an annual awards ceremony later in the year.

Who is the role suitable for:



- Someone who has a good knowledge of violence against women, domestic abuse and sexual violence (VAWDASV) or the ability to quickly develop an understanding around this area;
- Someone with a good understanding of a range of mental health issues, and if possible, some experience of working with survivors of trauma;
- Someone who is passionate about women's rights and equality and supports the values of Cardiff Women's Aid and its work;
- Someone who is confident in a teaching role and in group settings, or feels they could develop this confidence;
- Someone who likes meeting new people, is compassionate, patient, a good communicator and can make people feel at ease;
- Someone who is inclusive, open-minded, non-judgemental and able to speak to and empathise with a range of people from different backgrounds;
- Someone who has the ability to deal sensitively and effectively with difficult and sensitive topics;
- Someone who deeply respects confidentiality, and maintaining professional boundaries at all times;
- Someone who can deal tactfully with difficult situations and stays calm when taking disclosures of trauma or abuse; someone who feels confident in reporting any safeguarding concerns (training will be provided);
- Someone who recognises if they are negatively affected by their volunteering experience and able to speak to their mentor about their concerns;
- This role is open to women only under the Equality Act 2010 pursuant to Schedule 9, Part 1. This role will also be subject to an enhanced DBS check.

Extra information

Location: We run groups at two locations - Cardiff Women's Aid Women's Centre, 50 Meteor street, Cardiff CF24 0HE, OR, Cardiff Central Library Hub, The Hayes, Cardiff CF10 1FL.

Time commitment: Phoenix groups run on different days/times on a rolling basis. We would ask that a co-facilitator commit to attending the same 5-week course from start to finish, as continuity is very important to the women attending.

All courses take place within opening hours: Monday - Friday, 9 am - 7pm (with breaks over Christmas). We can discuss the times, dates and locations which suit you best.

Training

Role description created on: 10/04/2024
Role description review date: 09/04/2025



All volunteers will receive a CWA induction including:

- Introduction to Cardiff Women's Aid
- Domestic Abuse and Sexual Violence Awareness
- Safeguarding Children & Adults at Risk
- Professional Boundaries & Confidentiality
- Health & Safety

Co-facilitators will receive additional training on the Phoenix course materials and group delivery: we would ask that you shadow one full 5 week course before stepping in to support the delivery of a subsequent course. As stated, continuity is very important in maintaining the integrity of the course and therefore, we ask that you commit to attending the full 5 week course from start to finish whether shadowing or co-facilitating. Additional training opportunities will be discussed on a case-by-case basis.

Support

You will be supported in the sessions by a member of CWA staff who is trained to deliver the course you are co-facilitating.

As a CWA volunteer, you will be offered mentoring by a member of CWA staff. Your mentor will check-in with you regularly to see how you are getting on. They will also invite you to participate in monthly 1:1 or group mentorship meetings at a time which suits you. Mentorship meetings are a forum for you to receive extra support, discuss any concerns and training needs and to develop within your volunteering role.

Expenses

All volunteers will be paid actually incurred out-of-pocket expenses; this includes travel expenses within Cardiff inline with our Volunteering Policy.

Interested?

To apply for this role, please complete the application form and Equal Opportunities Monitoring form and send this to hr@cardiffwomensaid.org.uk. You can download the forms [here](#). If you have any questions, or would like an informal chat about this role, please contact our Volunteer Coordinator at volunteers@cardiffwomensaid.org.uk.