

GROUP AND ACTIVITY FACILITATOR

An exciting job opportunity at Cardiff Women's Aid (CWA) for someone who is dynamic, inquisitive, has a passion for rights, diversity and inclusion and wants to fight alongside those who may not have a voice. We are a women's equality organisation which exists to eradicate violence against women and girls and to support survivors. We recognise that ending violence and abuse takes a whole society approach to social change, and it needs you to help us achieve this.

We have a generous benefit package:

- Generous Annual Leave Package Totalling 33 Days (Inclusive of Bank Holidays)
- Pension
- Life Assurance
- Employee Assistance Program - That Supports Your Health and Wellbeing at Home and at Work
- Flexi Working
- Paid Company Sick Pay & Emergency Dependent Leave
- Living Wage Employer
- Bike to work scheme, among other benefits.

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| Job Title: | Group and Activity Facilitator |
| Salary: | £24,000 |
| Hours: | Full-time (35 hours across 5 days) |
| Working pattern: | Flexible in line with the needs of the job (may require occasional evening & weekend working) |
| Contract Type: | FTC to March 2025 |
| Location: | Cardiff Women's Aid Offices |

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| Responsible to: | Therapeutic Services Manager |
| Context of Job: | Cardiff Women's Aid (CWA) 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. |
| Purpose of Job: | <p>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).</p> <p>We are looking for a great communicator and organised individual who can take the initiative and drive the person-centred development of our group work projects. The successful candidate will be passionate about CWA's mission, which includes supporting victims of all forms of abuse, and ending violence against women. They will have experience in facilitating support groups and be capable of supporting clients through their journey to recovery.</p> |

Post open to women only under the Equality Act 2010 pursuant to Schedule 9, Part 1.

This role is subject to an enhanced DBS check. We are committed to supporting and promoting equality and diversity and to creating an inclusive working environment.

Main Duties:

- Deliver, evaluate and improve existing groups: Phoenix and Own My Life
- Work with the current groupwork trainers to establish a high quality and diverse programme of support to all victims of domestic abuse and sexual violence
- Support the empowerment of the client and assist them in recognising the features and dynamics of domestic abuse present in their situation and help them regain control of their lives
- Carry out regular evaluations of the groups and assist with the development and diversification of groups to account for demographics and need, e.g., for older women, women with substance misuse, specialist groups for BAME women, sexual violence, etc.
- Attend any necessary technical training to ensure up to date knowledge in all areas of VAWDASV services and legislation
- Carry out assessments for service users before beginning group work to establish need and requirements, signposting other services when required

- Understand multi-agency partnership structures and work within a multi-agency setting
- Support institutional advocacy
- Provide emotional support
- Raise awareness
- Help maintain accurate and confidential case management records and databases and contribute to monitoring information for the service
- Comply with data protection legislation, confidentiality and information sharing policy and procedures and all legislation connected to your work
- Support colleagues and partner agencies, through awareness raising and institutional advocacy, in order to provide the best possible service for victims of violence against women, domestic abuse and sexual violence.
- Respect and value the diversity of the community in which the services work and recognise the needs and concerns of a diverse range of clients ensuring the service is accessible to all

General Responsibilities:

- Attend meetings as necessary
- Participate in support/supervision system
- Represent Cardiff Women's Aid and to promote its ethos; to work in a positive way and feedback fully to the organisation
- Undertake training to update skills in line with Cardiff Women's Aid Training and Development Policy
- Maintain anti-oppressive and anti-discriminatory work practices
- Abide by Cardiff Women's Aid's confidentiality policy
- Work with colleagues to maintain service delivery
- Take responsibility for inputting and storing data, and compliance with GDPR

It is the nature of the work that tasks and responsibilities are in many circumstances unpredictable and varied. All employees are therefore expected to work in a flexible way and tasks which are not specifically covered in their job description may have to be undertaken.

Person specification

| <u>Criteria</u> | <u>Essential</u> | <u>Desirable</u> |
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| <u>Knowledge and experience</u> | | |
| 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 | ✓ | |
| Understand the principles of risk assessment, safety planning and risk management for victims of domestic violence/ abuse and their children | ✓ | |
| Understand how to safeguard children and vulnerable adults, and the legal responsibilities surrounding these issues | ✓ | |
| Experience of delivering training and/or group work | ✓ | |
| Experience of recording and monitoring programmes, training, interventions, and support and using the information to produce high quality reports | ✓ | |
| Knowledge and understanding of co-production methodologies | ✓ | |

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| <u>Skills/ Qualifications/ Professional Membership</u> | | |
| Have excellent communication, negotiation, and advisory skills, both written and verbal when interacting with a range of agencies and individuals | ✓ | |

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| 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 of mentoring/coaching others | | ✓ |
| Have computer literacy skills and have some experience of working with databases (including Excel, PowerPoint, Word) | ✓ | |
| Excellent organisational skills and the ability to manage a wide range of tasks and conflicting priorities | ✓ | |
| Able to work successfully on your own initiative and as part of a number of teams and partnerships | ✓ | |

| <i><u>Personal Qualities</u></i> | | |
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| Ability to be compassionate and empathetic | ✓ | |
| 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 | ✓ | |
| Speak Welsh | | ✓ |

*You are required to demonstrate these on your application form. Please provide an example of work you have undertaken where you have demonstrated this skill.