

Changes East Lothian Volunteer Role Description

Role Title:	Volunteer Facilitator (Groups and Courses)
Responsible to:	Development Manager
Where (Location):	Online and/or in person at various locations across East Lothian.
Time commitment:	Variable depending on the timings and duration of the course or group. Typically 2-3 hours a week for the duration of the course or group.
Role description:	To assist or co-facilitate a Changes' group or course, working with the group leader to ensure it runs safely and smoothly.
Main duties and responsibilities:	<p>To assist or co-facilitate a Changes' group or course. Training and support will be provided.</p> <p>Tasks will vary depending on the nature of the group or course and the level of responsibility required, and will include some of the following:</p> <p>Before group:</p> <ul style="list-style-type: none"> • Involvement in contacting potential participants • Preparing information folders and/or course materials or equipment • Attending planning meetings with lead facilitator or co-facilitator as required • Setting up the room and course equipment

	<p>During group:</p> <ul style="list-style-type: none"> • Welcome participants • Encourage and support participants • Contribute to group discussions • Deliver some of the course content where appropriate • Share lived experiences of mental health challenges (where appropriate and where comfortable to do so) <p>Additional responsibilities during online courses:</p> <ul style="list-style-type: none"> • Check participants in the waiting room are booked on course using the attendance sheet • Admit participants to the course from the waiting room • Launch 'polls' and open/close 'breakout rooms' on Zoom as requested by the trainer • Check for any distress in participants and communicate with them via 'private' chat or by telephone • If someone 'drops out' of the zoom meeting, immediate contact should be made to check for distress and help the participant • Check for questions, raised hands or other 'reactions' and inform the trainer if they have not noticed or responded to them <p>After group:</p> <ul style="list-style-type: none"> • Assist with packing away equipment and materials • Share feedback with lead or co-facilitator • If any intervention occurs with a participant, a debrief should be held with the trainer to talk things over • Take part in personal evaluation process at the end of the overall group/course • Attend regular supervision with Changes' staff member
<p>Required skills, qualities and experience</p>	<p>Essential</p> <ul style="list-style-type: none"> • Have a commitment to the values of Changes • Be able to demonstrate a non-judgmental attitude to other people • Be approachable • Display empathy and warmth • Be reliable



	<ul style="list-style-type: none">• Able to adhere to Changes' policies and procedures as relevant to the role• Be able to commit to Changes for a minimum of one year <p>Desirable (but not essential as training will be provided)</p> <ul style="list-style-type: none">• An understanding of mental health challenges• Experience of working with or facilitating groups• Experience of supporting people in a professional or personal setting• If volunteering online, confidence using video conferencing software, especially Zoom
Benefits to the volunteer	<ul style="list-style-type: none">• Sense of reward from helping people gain positive coping strategies for the long-term benefit of their mental health• Improved knowledge, skills and experience in mental health and wellbeing and group work skills• Increased understanding of own mental health• The opportunity to meet like-minded people
Training and support available:	<ul style="list-style-type: none">• Volunteer induction training (required for all volunteers) to cover essential information for volunteering• Access to other optional training in mental health such as Crisis Handling Awareness Training and Mental Health First Aid.• Ongoing support and supervision from Changes' staff• Opportunities to meet and learn from other volunteers
Any other Requirements	<p>If using own car to travel to volunteering, insurance for commuting is advisable.</p> <p>This role requires membership of the Protecting Vulnerable Groups (PVG) Scheme.</p>
How to apply	Please contact info@ChangesEastLothian.org for a volunteer information pack.
Further information	If you require further information about this role before applying, please contact info@ChangesEastLothian.org or phone Changes on 0131 653 3977.