

Job Description

Job Title	Group Facilitator
Team	Direct Support Services
Responsible to	Services Manager
Line Manager	Volunteer Co-ordinator
Salary	£25,290 to £33,767
Contract	35 hours per week. Fixed-term one-year contract, and continuation will depend on further funding. We are open to flexible working.
Location	Hybrid (home-based / Edinburgh office), with travel across the programme's delivery areas.

Job Purpose

This is a new role in our place-based Whole Family Support Fund programme, a partnership between Mindroom, the Innovation Unit and the Scottish Government. The Group Facilitator is a new role within Mindroom's Direct Support Services team. The postholder will plan, design, and deliver peer support groups and social activities for families raising neurodivergent children and young people, across the programme's delivery areas.

The postholder will facilitate groups both online and in person, creating spaces where families can meet others in similar situations, share experience, and build confidence. They will work closely with the locality teams to plan and design a group offer that reflects what families in each area have asked for and will be supported by volunteers in running sessions.

Groups are a route to connection, confidence, and community for the families we support. The postholder will create accessible, neuroinclusive spaces that work for families, reflecting Mindroom's belief in the value of lived experience.

Group Delivery and Facilitation

The postholder will lead the delivery of groups, providing:

- Organising and facilitating peer support groups for parents and carers, both online and in person, across the programme's delivery areas.
- Organising and facilitating social activities and community-based sessions for families.
- Opportunities for families to co-design and plan group activities, including participatory budgeting.
- A welcoming, accessible and neuroinclusive environment in every group, with adjustments made as required.

- Skilled management of group dynamics, including supporting group members while holding appropriate boundaries.
- Session plans, materials and resources prepared in advance of each group.
- Work with the Volunteer Co-ordinator to support volunteers who help to run groups, including briefing them beforehand and debriefing afterwards.
- Support group members who may be interested in volunteering.
- Maintain accurate and timely records of group activity and attendance, in accordance with Mindroom's policies and procedures, including confidentiality and data protection.
- Work with the Volunteer Co-ordinator to design and implement monitoring and evaluation plans.
- Implement Mindroom's Safeguarding and Child Protection policies across all group activities.

Planning, Design and Partnership Working

- Work with the locality teams to plan and design the group offer in each hub area, reflecting what families locally have asked for.
- Review and adapt groups over time, using feedback from the people who attend them.
- Identify and arrange suitable venues in each area, ensuring they are accessible and appropriate for the group.
- Work with the Volunteer Co-ordinator to match volunteers to group activities where they add most value for families.
- Build relationships with community organisations, venues and local groups across the delivery areas.
- Contribute to tracking programme activity, outputs and outcomes, including attendance and participant experience, and to interim and final reporting.
- Represent Mindroom at relevant local networks, forums and community events.

Wider Organisational Responsibilities

- Work closely with the project team to ensure enquiries are responded to appropriately, and the service remains efficient and responsive to families' needs.
- Support the development of good practice in group work across the wider organisation, including co-design.
- Provide mentorship and support to volunteers and students on placement, as required.
- Collaborate with partner agencies and charities to explore and develop working partnerships.
- Participate in Continuous Personal Development in relevant areas to promote growth and confidence within the role.
- Bring flexibility and adaptability to a developing team, embracing evolving processes and ways of working to deliver the best possible service to families.
- Carry out other appropriate duties as required.

Additional Information

The salary range for this post is £25,290 to £33,767 and is dependent on skills and experience. We offer 27 days' annual leave, plus 8 public holidays. This role is offered as a one-year fixed-term contract, with extension subject to further

funding. This is a full-time post of 35 hours per week. We are open to flexible working arrangements.

The charity operates a contributory pension scheme, with an employer contribution currently at 5%. The charity provides a mileage allowance for use of a personal car. We have a confidential conversation service in place for all staff, currently provided by Crossreach. A TOIL policy covers out-of-hours work. As a new employee, you will need to successfully complete a 3-month probationary period.

This role requires PVG registration, and the successful applicant will be expected to comply with Mindroom's policies and procedures, including confidentiality and data protection.

This post involves hybrid working, with a combination of home-based work, attendance at the Edinburgh office when required, and travel across delivery areas to facilitate groups and activities in person, visit venues, and attend local events. Groups may run outside standard office hours, and evening and occasional weekend work may be required.

Person Specification

Criteria	Essential	Desirable
Qualifications and safeguarding		
Educated to SCQF Level 7 or above in a relevant field, or significant equivalent skills and experience in group work, community development or family support.	✓	
Relevant and current training and experience in child protection and safeguarding.	✓	
Group facilitation		
Experience of facilitating peer support groups.	✓	
Experience of facilitating groups both online and in person, and confidence adapting your approach to each.	✓	
Planning and design of groups		
Experience of planning and designing group sessions or activities, shaped by the people who attend them.	✓	
Experience of organising social activities, community events or similar activities.	✓	
Working with volunteers and partners		
Experience of working alongside volunteers, including supporting them within a group setting.		✓

Criteria	Essential	Desirable
Ability to build effective and professional relationships with families, colleagues, and community partners.	✓	
Knowledge		
Knowledge and understanding of neurodiversity, neurodivergence and neurodevelopmental conditions, and of trauma-informed practice.	✓	
Understanding of group dynamics and how to keep a group safe, welcoming, and inclusive.	✓	
An understanding of how the third sector works.		✓
Communication and technical skills		
Excellent communication and interpersonal skills.	✓	
Strong IT skills, including confidence using online meeting platforms, and experience of working with confidential personal data.	✓	
Other requirements		
Able to travel independently to group sessions, including locations where public transport is limited or infrequent.	✓	

