Wellbeing in Mind Group Co-Facilitator Volunteer

Role Description

**Title:** Group Co-Facilitator Volunteer

**Responsible to:** Group Facilitator

**Time & day commitment:** 2- 3 hours a week (Wednesdays - fortnightly)

**Location:** Online (via Zoom)

**Enhanced DBS check:** Required for this role - Dorset Mind can supply

The focus of Wellbeing in Mind is to educate people about common mental health issues like stress, anxiety and depression, how to spot the signs and symptoms as well as finding helpful ways of coping and improving them.

Your role will involve supporting the Group Facilitator by leading discussions and offering ideas for session topics, covering the group when the group facilitator is unavailable, encouraging peer support and appropriately responding to the needs of participants. Your role will also include welcoming and engaging with participants attending groups (particularly new members) and assisting them with completing registration forms and feedback paperwork.

A successful applicant will play an important role in the participants’ journey from start to finish with Dorset Mind by ensuring necessary support and encouragement is available at every step. Simultaneously, a volunteer will also assist Dorset Mind in recording feedback, comments and concerns where necessary.

\*The Wellbeing in Mind groups runs fortnightly on Wednesdays (10.30am – 12.30pm)

**Key Responsibilities**

* To create the **Vision** of Dorset Mind:
  + A community where living with and talking about Mental Health becomes acceptable for everyone.
* Through the delivery of our **Purpose** we:
  + We connect minds: We bring people together to make change in their communities.
  + We change minds: We speak out and demand better from policymakers and the public.
  + We support minds: We deliver life-changing support.

**Duties relating specifically to the role:**

* Assisting the facilitator in creating a caring, supportive and non-judgmental environment in which people can feel comfortable enough to share
* Listening and offering emotional support and encouragement in the group (note that counselling is not offered, and volunteers do not lone work or offer individual support outside the group setting)
* Welcoming regular and new attendees to sessions and introducing new attendees to existing members
* Supporting participants in completing attendance and any wellbeing/group feedback paperwork and inputting attendance data
* Assisting the facilitator in the planning and delivery of psychoeducational workshops as agreed in consultation with group participants
* To feedback on any observations on the group participants that the group facilitator may have not seen
* To offer feedback on sessions as part of ongoing group evaluation
* Setting up the room half an hour before the group meets (e.g. arranging chairs, displaying leaflets, setting up refreshments)
* Helping to pack up at the end of the group session (e.g. putting chairs and tables back, packing away refreshments and leaflets)
* Supporting with providing refreshments during breaks and advising the group facilitator when refreshments stocks are low
* Joining in and encouraging/supporting group members to engage in a group activity or discussion
* Referring any concerns about the premises or any participant to the group facilitator

**Training and Supervision Offered**

* Dorset Mind Induction
* Mental Health Training
* Adult Safeguarding Training
* Regular support provided

Person Specification

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| **KNOWLEDGE** | |
| Familiar with the vision and mission of Dorset Mind and the Mind network | Desirable |
| Knowledge and understanding of the stigma and the issues associated with mental health and wellbeing challenges | Essential |
| Familiar with the behaviour associated with the most common mental health conditions | Essential |
| Knowledge of promoting and maintaining good mental health | Essential |
| Basic training in counselling or experience in groups | Desirable |
| **ABILITIES** | |
| A friendly supportive approach | Essential |
| Competent IT skills (including MS Office and video conferencing software such as MS Teams or Zoom) | Essential |
| Ability to actively listen to understand, empathise, negotiate, be assertive and mediate when necessary | Essential |
| Strong communication skills | Essential |
| Ability to remain professional at all times | Essential |
| **EXPERIENCE** | |
| Experience in a similar role in the health, social care or voluntary sector setting | Desirable |
| Lived experience of mental health and wellbeing challenges (personal or professional) | Desirable |
| Experience in running groups or workshops | Desirable |
| **VALUES** | |
| Integrity | Essential |
| Non-judgemental | Essential |
| Empathetic | Essential |