

**Group Work Co-Ordinator**

**Job Description**

**Job Title:** Group Work Co-Ordinator

**Responsible To:** Therapeutic Services Manager

**Location:** 40/44 Eglantine Avenue, Belfast, BT9 6DX

**Hours:** 21 Hours per Week

**Contract:**  Fixed-Term Contract for 2 Years Starting January 2022

**Salary**: £16,800 per Annum

**Overall Purpose of Post**

To co-ordinate and deliver a range of support groups and workshops to cancer patients, their families and carers, and those bereaved across Northern Ireland.

**Key Responsibilities:**

* To scope existing Cancer Focus NI support groups across Northern Ireland and liaise with existing facilitators.
* To support existing groups and plan and develop new services.
* To facilitate group members in sharing their cancer-related experiences in a safe and supportive environment while maintaining confidentiality.
* To plan and facilitate a number of workshops / short courses - both in person and online for people impacted by cancer.
* To participate and contribute to educational programmes for other health professionals as appropriate.
* To maintain paperwork specific to group management and submit all required attendance sheets, reports and statistics in a timely and accurate manner.
* To evaluate the effectiveness of the role of the support groups through regular review and audit, including the development of participant evaluation tools.
* To evaluate own work and contribute to the evaluation of the effective delivery of the service.
* To support collection of case studies to ensure the service users’ views help to inform future service provision and influence wider strategic objectives.
* To have a strong understanding of current Safeguarding, Health and Safety and GDPR legislation.
* To work as an integral part of the multidisciplinary team and liaise with and signpost to relevant staff as appropriate.
* To participate in ongoing training and continuous professional development as facilitated by Cancer Focus NI.
* To promote existing Cancer Focus NI’s services e.g. Counselling, Family Support, Nurseline and the Bra-Fitting Service, as appropriate.



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Person Specification

The Person Specification shows essential skills, abilities, knowledge and/or qualifications required to be able to carry out the duties of this post. Therefore, please address in completing the Application Form, each criterion listed in the specification, drawing upon all your experience, whether at work or on a voluntary basis.

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|  | **Essential** | **Desirable** |
| **Qualifications** | * Educated to degree level in a relevant subject e.g. Counselling, Social Work, Teaching   **OR**   * Have a health professional qualification with experience of working in a cancer speciality environment where the majority of the work was with cancer patients | * Group facilitation qualification * Training qualification |
| **Experience** | * A minimum of two years’ experience of facilitating a range of groups * Experience in delivering online groups * Experience of working with cancer patients * Experience of carrying out risk assessments * Experience of working with statutory and voluntary agencies * Experience with administrative and ICT systems, including the use of databases | * Experience of running support groups in a health-related field * Experience of writing and delivering training courses |
|  | **Essential** | **Desirable** |
| **Skills** | * Ability to maintain strict confidentiality and appropriate   boundaries in all matters related to their work   * Ability to manage and monitor a varied workload with competing priorities * Ability to work with participants with complex needs * Ability to ethically work with risk and safeguarding issues * Excellent communication skills * Ability to build good working relationships with individuals and organisations |  |
| **Personal Qualities** | * Flexible attitude towards working hours to meet clients’ needs and as demanded by the requirements of the job * Ability to work well within a team * Ability to use own initiative * Enthusiasm, drive and commitment to continuous improvement |  |

Applicants will hold a full, current driving licence and have access to the use of a car or some other appropriate form of transport to carry out the duties of the post.

This Job Description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder.

This post may require some evening and weekend work.