### Role Title: Group Facilitator

- **Reports to:** Senior Early Help Worker
- **Placement:** Tina Rintoul Children’s Centre

### Main Duties:

To support the Early Help Support Worker in delivering Children’s Centre / Youth Hub services

- Create a welcoming environment for Children, families, young people
- Preparing snack adhering to food hygiene standards
- Actively involving parents in their children’s learning / actively engaging young people in the Hubs’ activities
- Setting up and clearing away of the group
- Carrying out activities in groups
- Taking photographs in sessions
- Ensuring ground rules are adhered to
- Keeping facilities clean and tidy
- Sign posting to other services
- Where possible attend staff meetings
- Provide information on own observation and feedback from parents to inform planning of services
- Undertake evaluations when required
- Encourage parental feedback
- Organise play areas, materials and equipment
  - Give children the freedom to spend their leisure time in their own way
  - Encourage fair and caring behaviour among the children
  - Encourage independence and self-esteem
  - To create an inclusive play space

To support and extend children's play and role model

- Be punctual
- Support with evaluation at end of the session and planning for next week
- To ensure all paperwork is completed and kept in a safe place – ensure confidentiality.
- Build positive relationships with parents, careers and or guardians
- Health and Safety
**Knowledge and Skills:**

- Creative background
- Understanding of Children’s Centres or willingness to learn
- Proactive and outgoing personality
- Understanding of Early Years Foundation Stage or willingness to learn
- Ability to work unsupervised

**Volunteer commitment Requirements:**

- This role would require a minimum of 2-3 hours per week Monday to Friday
- Enhanced DBS check
- Various Safeguarding training
- Prevent training
- Data Protection and Information Governance training
- Other training may also be available as identified in Personal Development Plan
- Aim for high standard of efficiency, reliability and quality in your volunteering
- Support, respect and adhere to our organisational polices, guidelines and management decision including all aspect of health and safety, data protection, and our Equality and Diversity Polices
- Statement
- Act responsibly
- Have the best experience by getting involved and most importantly enjoying your volunteering