

Workshop Facilitator

Job Description

Title	Workshop Facilitator
Employer	Making Me (the Charity)
Accountable to	School Engagement Manager
Responsible for	Delivering wellbeing workshops in schools on behalf of the Charity.

Overall purpose of Job

Hours: As required. Workload is varied so flexibility is essential.

Salary: £10.00 per hour or part thereof, plus a petrol allowance of 25p per mile for every journey to carry out workshop delivery that is beyond 10 miles each way (20 mile round trip).

Job Purpose and Role:

Workshop facilitators are required to deliver the Charity's emotional wellbeing workshops in schools using the Charity's workshop literature and resources.

Key Responsibilities and Duties:

- To deliver the Charity's emotional wellbeing workshops in schools to the required standard, using the Charity's workshop literature and resources.
- To complete the Charity's Workshop Training Programme(s) to the required standard in order to competently deliver the Charity's workshops in schools or elsewhere
- To complete internal and external Safeguarding Training when required and to always uphold the Charity's safeguarding responsibilities.
- To liaise with the School Engagement Manager to arrange workshop availability, and to ensure that suitable notice is given of any changes.
- To work effectively with the workshop team to ensure that the purpose, values and aims of the Charity are achieved.
- To feed back to the School Engagement Manager any areas of concern or ideas for improvement as soon as possible after they have been highlighted.
- Where possible, to attend staff meetings as requested (understanding that some may be unpaid).
- To arrange own transport to schools to enable delivery of the Charity's workshops, endeavouring to make car/lift sharing arrangements wherever possible.
- To always comply with the Charity's policies and procedures.
- To be a positive and effective advocate for the Charity.

THIS JOB DESCRIPTION IS INTENDED AS A SUMMARY OF THE MAIN DUTIES OF THE JOB HOLDER, WHO WILL FROM TIME TO TIME BE REQUIRED TO CARRY OUT OTHER ACTIVITIES NOT SPECIFIED IN THIS DOCUMENT

Personal Specification

Essential

- Previous experience of working with children
- Enjoy working with children with a desire to support children's emotional wellbeing.
- Able to engage with children and teachers confidently, managing participation levels and basic class behaviour
- Have a sound understanding of children's concerns and emotions
- Have confidence to address challenging input from children appropriately
- Good listening and oral skills
- Effective time management skills to ensure punctual completion of workshop(s)
- Work well within a team, sharing and receiving information as well as supporting team decisions and goals
- Demonstrate energy and enthusiasm
- Demonstrate the ability to formally present to an audience

Desirable:

- Previous experience of working in a school setting
- Previous experience of delivering formal presentations either in schools or to a wider audience

Other Information:

- The Charity is committed to equal opportunities, principles, and practices
- All staff, in their roles and working collaboratively, will be expected to pursue the aims and objectives of the Charity as set out in the overall strategic plan for the organisation
- All staff must work within the policies and guidelines adopted by the Charity
- All staff will participate in any supervision and appraisal system adopted by the Charity