

# Workshop Facilitator

## Job Description

<b>Title</b>	Workshop Facilitator
<b>Employer</b>	Making Me (the <b>Charity</b> )
<b>Accountable to</b>	School Engagement Manager
<b>Responsible for</b>	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:** £15.00 per hour or part thereof, plus travel allowance of £10 per hour and a petrol allowance of 25p per mile for journeys to carry out workshop delivery of more than 10 miles a day.

### 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 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