



Cambridge Women's Resources Centre

Volunteer Group Facilitator Role

CWRC runs groups for women in our community who want to learn new skills, refresh knowledge and meet other women in a safe women centre environment. The groups are facilitated by two Group Facilitators who receive initial and ongoing training from CWRC. All volunteers adhere to CWRC's ethos, policies and procedures.

The Facilitators work on a rota basis (usually at the same venue, same day/time of the week) usually for three consecutive weeks per quarter and are supported by, and report to the Facilities and Services Manager.

Role description

Facilitator duties at the meeting

- To arrive 20 minutes prior to the Group/Course meeting time.
- To prepare the room for the meeting
- To engage in pre brief with co facilitator.
- To meet and greet new and regular attendees.
- To check that new people are at the right meeting and to introduce them to the rest of the group.

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- To begin and close the meeting punctually.
- To facilitate the meeting according to the training given.
- To debrief with the other Facilitator after closing the meeting.
- To complete attendance statistics on a weekly basis.
- To keep a record and receipts of expenses incurred in your role as a Volunteer.
- Group Facilitator and to send your completed expenses form to the CWRC office.
- To ensure the meeting room is left as you found it.

Commitment

The minimum volunteer time commitment with the support group is 18 months, following the initial training. Additionally, we invite our volunteers to attend a meeting every 8 weeks for mutual support and to receive ongoing training. We may offer other training opportunities, which will be optional.

Groups run for 6 – 12 weeks depending on the course. The timetables are produced every 3 months. Volunteers are asked for their availability in the 12-week period and we work as closely as we can with this.

Person description

The sustainability of a CWRC course or group depends on the commitment, personal qualities and enthusiasm of the people who volunteer as Facilitators. These personal qualities include:

- Being a good listener.
- Being able to show compassion and empathy.
- Being non-judgemental.
- Having common sense.
- Having a strong sense of commitment.
- Being able to present balanced viewpoints.
- Having a willingness to learn.
- Having a sense of humour.
- Being able to keep a confidence.

- Having good communication skills.
- Being respectful of others.
- Having enthusiasm for this area of mental health and for the work of CWRC
- Being a good team player.
- Being a person of integrity.
- Undertake the trauma informed ethos of the centres.
- Creating a space where people feel accepted and valued is one of the core tasks of CWRC Volunteer Group Facilitator.

All Volunteer Group Facilitators will undertake a DBS check and have an appropriate awareness of safeguarding issues related to fulfilling the role.

Training overview

There is an initial training day for Volunteer Group Facilitators, followed by some online preparation. Volunteers are introduced to the requirements of the role in terms of commitment and expectations. Various characteristics of depression, anxiety and related mental health conditions are explained. The skills of facilitating a group are introduced and practised through role play. The policies and procedures of CWRC are explained.

For more details, please contact info@cwrc.org.uk or call 01223 321148

We are developing other Volunteer roles within CWRC which will support aspects of our work other than facilitating at our groups. Further information will be shared here as these developments take shape.

This post is restricted to women applicants only and is exempt under Schedule 9, Part 1 of the Equality Act 2010.