

## Job Description

<b>Job title</b>	Group Facilitator & Coach	<b>Department</b>	Health and Happiness Hubs ~ Wellbeing Team
<b>Position reports</b>	Sarah Erskine - Project Manager	<b>Position is responsible for</b>	N/A

### About Us

Southern Brooks Community Partnerships is a charity working throughout South Gloucestershire. We work with individuals and communities to help them thrive. We bring people together, build confidence, and create opportunities for everyone to feel valued and connected.

The Health and Happiness Hubs are an exciting initiative supporting adults with long-term health conditions (including anxiety and low mood) to improve wellbeing, build social connections, and make positive lifestyle changes through person-centred group and one-to-one sessions.

We work closely as a team, sharing highs and lows and supporting each other to succeed. We encourage training opportunities for your personal development as well as for the development of the project. There are regular opportunities to meet other teams and engage in all-staff activities.

### About You

We are looking for a creative and enthusiastic Wellbeing Group Facilitator to design and deliver fun, inclusive and engaging sessions as part of the Health and Happiness Hubs project.

You will facilitate sessions on your own, so a positive demeanour, the confidence to manage unexpected events and the ability to manage a mixed group is essential.

When you're not delivering sessions, you'll have a small caseload of individual clients to work with in a coaching capacity – setting goals, exploring barriers and helping people to help themselves move forward. The role combines creative facilitation with strong organisational and administrative skills, supporting both individual and group learning.

You will be part of a small, dynamic team and be involved in shaping this new service.

You'll help people discover their strengths, connect with others, and take steps towards improved health and happiness. It is a busy and rewarding role.

### Location

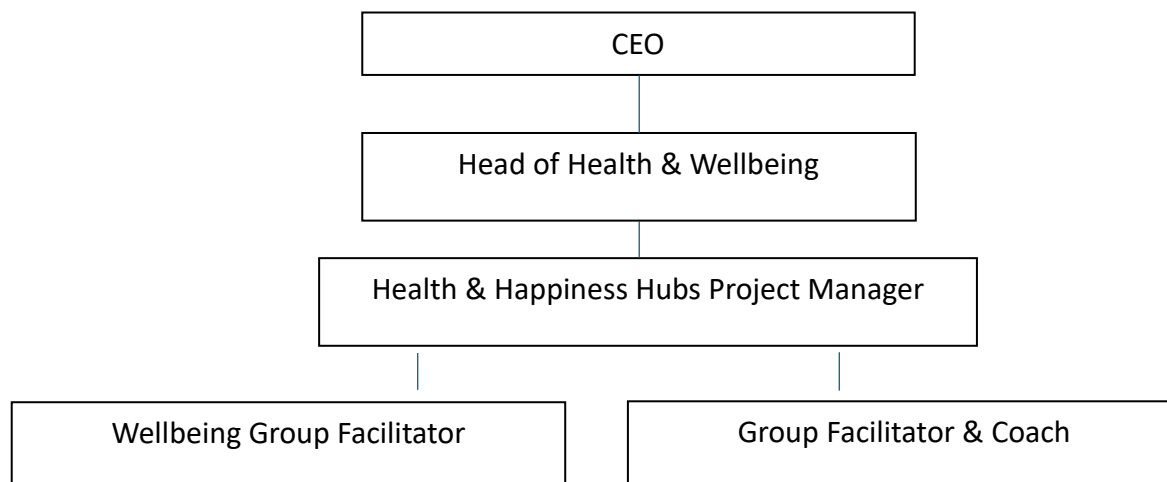
Your office location will be in Patchway at Coniston Community Centre.

However, the work involves travelling to different locations within South Gloucestershire each day and some working from home.

Travel expenses are paid for any mileage over and above the mileage of your regular commute to Patchway office.

Please note: a driving licence is essential for this role, and your car insurance should cover you for business use.

## Position in Organisation



### Length of contract:

Permanent (subject to funding)

### Salary: £27,401.49 Full-time equivalent

28 hours per week

Hourly rate: £14.20

## Main Duties

### Session Planning and Delivery

- Plan, design, and deliver engaging, person-centred 2-hour group sessions for adults with long-term health conditions (inc. anxiety, or low mood). See session outline below.
- Create detailed session plans including timings, activities, and required resources.
- Facilitate peer discussions, short physical activities, and interactive wellbeing exercises to encourage participation, learning and individual goal-setting.
- Maintain a positive, inclusive, and supportive group dynamic, using positive psychology and strengths-based approaches.
- Adapt sessions to meet diverse needs and make learning fun, accessible, and empowering for all participants.

### Individual Support and Coaching

- Provide one-to-one support to clients, when needed, in community settings or clients' homes.
- Help individuals identify personal goals, build confidence, and evaluate progress toward improved wellbeing using a person-centred and strengths-based approach.
- Offer encouragement, motivation, and follow-up contact (via phone, email, or text) to support engagement and outcomes.

### Community Engagement and Development

- Build and share knowledge of local community assets such as activity groups, courses, volunteering opportunities, and wellbeing services.
- Connect clients with appropriate community resources to promote ongoing health and social participation.
- Support suitable individuals to develop as volunteers or peer supporters, helping sustain local wellbeing groups.
- Work collaboratively with colleagues and partners to strengthen community connections and promote the Health and Happiness Hubs.

### Administration and Record Keeping

- Be confident and competent in using Microsoft Excel, Word, PowerPoint and Outlook email.

- Have experience of using an Electronic Record System / Electronic Patient Record. Internally we use CharityLog.
- Ensure all paperwork, registers, and evaluation forms are completed correctly and on time.
- Produce case studies and contribute towards impact reports and monitoring data to evidence the project's success.
- Adhere to GDPR and data protection regulations when handling personal information.
- Manage workload effectively, prioritising tasks and meeting reporting deadlines.

#### **Teamwork and Professional Practice**

- Attend regular team meetings, supervision and training to share learning and improve service delivery.
- Work independently when facilitating hubs and providing individual coaching, following the Southern Brooks Lone Working policies and procedures.
- Contribute ideas to the ongoing development, improvement, and sustainability of the project.
- Promote Southern Brooks' values, ensuring equality, inclusivity, and respect in all interactions.
- Follow all organisational health and safety and safeguarding procedures to maintain a safe environment for clients and colleagues.

#### **Session Outline**

<b>Approx timing</b>	<b>Aim</b>	<b>Activity</b>	<b>Resources / notes</b>
10 mins	Welcome	Meet & greet and cup of tea/coffee on arrival.	
10	Movement	Facilitation of fun & simple warm-up exercises (chair-based and standing)	<i>At every session</i> Wellbeing Group Facilitator
50	Topic	Explore a health & wellbeing topic (e.g. sleep / anxiety / negative thinking / mindfulness / food etc.) To include activities that enable client participation and contribution.	<i>At every session</i> <i>Detailed session plan needed</i> Wellbeing Group Facilitator
10	Changing the future	Participants work together to discuss barriers /set goals / consider what would be useful for them. Completion of diaries.	Client diaries / records
10	Working Break	Tea / coffee for all	
35	Informal peer support	Refreshments. Informal chat. Simple / fun activities	e.g., Lego, small puzzles, quiz.