

Person Specification – Group Facilitator & Coach

Note regarding interview	If we invite you for interview, we will ask you to present a 10-minute workshop on a given subject. We will be looking for creativity and the delivery of a serious message in a fun and accessible way.		
	Essential unless stated	Evidence in Application	Evidence in Interview
Education & Qualifications	Numeracy and literacy to GCSE level, NVQ2 or equivalent	X	
Knowledge and Experience	At least 2 years' experience supporting adults with health, social or community-based needs	X	
	Experience of designing and delivering engaging, interactive, and accessible sessions for adults from a wide range of backgrounds	X	X
	Experience of working with individuals, in their home or a community setting, in a coaching capacity	X	
	Understanding a whole-person approach to wellbeing and health, health inequalities, and behaviour change approaches		X
	Knowledge of solution-focussed working and a positive psychology approach		X
	Knowledge and practical understanding of GDPR and data protection		X
	Understanding of risk assessment and risk management in client support settings		X
	Knowledge and understanding of adult safeguarding practices		X
	Ability to understand complex client needs and signpost appropriately to other services.		X
	Good understanding of health issues and the wider determinants of health and wellbeing		X
	Able to research new topics and embed learning into session design	X	
Job related skills	Excellent verbal and written communication skills	X	
	Competent user of Microsoft Office (Word, Excel, Outlook), able to use internet for effective research and ability to learn new database system (training given).	X	
	Highly organised with good administrative skills, the ability to manage workloads, meet deadlines, and maintain accurate records	X	
	Ability to work autonomously and as part of a team	X	

	Able to be flexible and adapt to changes to the working model		X
Personal skills and values	A warm, person-centred and professional approach.		X
	Emotional intelligence, genuine empathy, compassion, and non-judgemental attitude		X
	Able to be a reflective practitioner and share both positive and negative learning with the team		X
	Capacity for self-care, resilience, and able to maintain professional boundaries.		X
	Creative, flexible with a positive, problem-solving attitude		X
	Good sense of humour and ability to make sessions enjoyable and engaging		X
Desirable	Experience of the charity or voluntary sector either paid or unpaid	X	
	Understanding or lived experience of the impact of long-term health conditions	X	
	Relevant teaching or facilitation qualification (e.g., PTLLS or equivalent)	X	
	Qualifications in health, social care, community work or a related field	X	
	Understanding and awareness of services within South Glos	X	
	Working in partnership with other agencies	X	
	Experience of peer support groups		X
Working conditions	Full UK driving licence, willingness to travel across South Gloucestershire and business insurance for vehicle	X	X

Last updated: December 2025