



Registered Charity No.1116321

Role of Group Co-Facilitator

Role Purpose: To provide Chrysalis beneficiaries an organised meeting, with workshops and counselling sessions provided in conjunction with Volunteer Counsellors and Support Volunteers.

Hours:

Hours will be dependent on which meetings the facilitator is delivering:

Trans+ Wellbeing 1* Thursday evening each month

Trans+ Support Meetings 1st and 3rd Friday each month from 6pm to 9:30pm

SOS Partners & Parents meetings 2nd and 4th Friday each month from 6:30pm to 9:30pm

Between two and eight face-to-face meetings each month for new beneficiaries

Quarterly Area Facilitator's meetings, regular (minimum of quarterly) supervision and line management sessions

Attend initial and ongoing training

Typical time commitment for a facilitator is between 12 and 16 hours a month including administration

Responsible to: Office Administration Team

Person qualities / skills

- empathetic and be willing to gain an understanding of transgender+ issues – cisgender allies are very important to trans+ people and are welcomed in all roles within Chrysalis
- Listening or counselling skills are an advantage, but empathy and positive regard are the most important qualities.
- Need to be able to complete paperwork and manage a small team of volunteers who will be assisting in supporting vulnerable beneficiaries.
- The ideal volunteer should embrace all equality and diversity ethos and be able to embrace the principles of Chrysalis.
- Good communication skills are an essential element to this role.
- An ability to co-ordinate and facilitate the group, enabling all beneficiaries to express themselves in a safe and nurturing environment.
- The group facilitator needs own transport, or access to public transport
- Access to broadband and IT equipment

Facilitators Expectations

- The safe running of the meeting.
- Ensuring the structure of the meetings stay within Chrysalis Guidelines
- Meeting and registering new beneficiaries and welcoming them into the group
- Keeping the paperwork up-to-date, attending Facilitators Meetings and liaising the office team
- Work with the Office Admin team to arrange speaker and workshop presenters in alignment with Chrysalis speaker protocol on a three-month rolling basis
- Taking charge in an emergency. If necessary, call the emergency services.

- Informing the building manager of any hazards and reporting any accidents.
- Communicate with the Office Administration team ensuring that the group is fully supported in all aspects at all times.

Training will be provided to enable volunteers to carry out the role in accordance with Chrysalis workflows.

Reviewed and updated at Facilitator's meeting Nov 2018

Signed:

Name:

Role: