



JOB DESCRIPTION

POSITION: **DRAGONFLIES GROUP WORKER (part time – term-time)**

ACCOUNTABLE TO: **MANAGER, DRAGONFLIES**

Overall purpose of Post

- To plan and provide activities in the specialist area of working with bereaved children, young people and families in appropriate groups to support them. To assist in the recruitment, induction and supervision of project volunteers.

1. Key Tasks

- 1.1 To deliver and plan peer support group sessions using a range of holistic activities to support referred service users
- 1.2 To organise appropriate venues, including schools, timetabling to plan a programme of support sessions in line with funding requirements
- 1.3 To set up and prepare for group activities in line with programme delivery and health and safety requirements, undertaking relevant risk assessments and to clear away at the end of sessions
- 1.4 To work with and support volunteers in the delivery of group sessions, events and activities
- 1.5 To assist with the recruitment, induction, training and retention of project volunteers, offering support to volunteers assisting with groups
- 1.6 To assist the Manager in the assessment and appropriateness of referrals and identifying packages of support for the child/young person/family
- 1.7 To assist the manager with the marketing and promotion of the project, including liaising with colleagues/external agencies
- 1.8 To assist the manager in supporting fundraising events in line with match funding targets
- 1.8 To ensure all administration for project delivery is up to date, including monitoring/reporting information using evidence based tools
- 1.9 To ensure safeguarding processes are followed and relevant documentation completed in line with FSN policies and procedures

2.0 **Other Duties**

- 2.1 To be aware of and work within and promote FSN's policies at all times and report any issues of concern
- 2.2 To attend supervision, training and meetings as and when required
- 2.3 To carry out any other reasonable duties as requested by Management

This Job Description outlines the general ways in which it is expected you will meet the overall requirements of this post.

The list of tasks is not an exclusive one and duties may be varied from time to time. This Job Description is subject to regular review.