



Supporting children,  
young people and families

## **ROLE DESCRIPTION - MY TIME – GROUP SESSION SUPPORT**

Desirable Skills: A basic understanding of children's mental health issues, good communication skills, empathic, non-judgmental, motivated, co-operative and reliable.

### **ACCOUNTABLE TO: YP SERVICE MANAGER**

#### **Overall purpose of Role**

- To assist and provide a general supporting role in the delivery of the project

#### **Key tasks**

1. To assist with the planning and delivery of the project as directed
2. To assist in the setting up of group sessions including preparing the rooms and activities
3. To play a supportive role in the general running of the group sessions as appropriate
4. To help tidy and clear away after group sessions including keeping resources washed and clean
5. To undertake additional duties that may be requested by the manager
6. To undertake duties within the guidelines of Health and Safety in the Workplace.

#### **Other Tasks**

- To undertake supervision – 10 minutes checkout at end of each session with group facilitator and once a term at end of group delivery with project manager.
- To undertake training when appropriate.
- To undertake safeguarding training/ personal development on an annual basis.

To be aware of and promote FSN's policies at all times and report any issues of concern.

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

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

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