



Inspiring Young People

Job Description

Post Title

Group Work Facilitator

Grade

YCSW 6

Responsible to

Team Leader Group Worker

Responsible for

Assistant Group Work Facilitators

Context

Youth Connect South West (YCSW) was launched as a Public Service Mutual, limited company, and registered charity in the South West of England in November 2019 to provide a range of services primarily for the young people in the Bath and North East Somerset area.

Purpose of Job

Working as part of the YCSW Alternative Education Team, supporting young people aged 16–25 with SEND who cannot access mainstream education.

- Plan and facilitate group sessions to support the personal, social, emotional, and academic development of students.
- Create and implement activities that engage students and help them build essential life skills.
- Provide individual support to students within group settings to ensure their full participation and progress.
- Management and support of the Assistant Group Work Facilitators.

Creating opportunities with young people to



Key Performance Indicators:

- Ensure a suitable programme of activity is available for all Inclusive Learning Teams, which should include a minimum of 6 hours of group work a day at sites for the full-time courses (Radstock and Southside); or 18 hours over the week for part-time courses.
- Ensure all group work sessions are planned, delivered, and evaluated to a high standard, as verified through rigorous quality assurance processes.
- All student data from groups is updated within 5 days, including attendance, case notes and achievement data.

Youth Connect South West Accountabilities and Responsibilities

1. **Group Session Facilitation:** Plan and facilitate group sessions aimed at developing social, emotional, and academic skills.
2. **Activity Development:** Create and implement engaging group activities tailored to the needs of the students, focusing on vocational, PSHE (Personal, Social, Health, and Economic) education, and enrichment activities.
3. **Monitoring and Evaluation:** Monitor and evaluate the progress of group sessions, adapting as necessary to meet the students' needs.
4. **Collaboration:** Collaborate with other staff to integrate group work with individual learning plans and overall programme goals.
5. **Record Keeping:** Maintain accurate records of session content, student participation, and progress.
6. **Liaison:** Communicate with parents, carers, and external agencies regarding student progress and any concerns.
7. **Professional Development:** Participate in professional development to enhance skills and knowledge relevant to group facilitation and working with SEN students.
8. **Student Support:** Provide individual support to students within group settings to ensure their full participation and engagement.
9. **Annual Reviews:** Provide input into students' annual reviews, reflecting their progress in group sessions and any areas for further development.
10. **Organising Activities:** Plan and organise social, recreational, and educational activities to promote personal and social development.

11. **Community Engagement:** Work with community groups and other organisations to enhance the range of opportunities available to students.
12. **Budget Management:** Manage a budget for group activities, ensuring funds are allocated efficiently and effectively.
13. **Resource Development:** Develop and maintain resource bases for group work materials.
14. **Risk Assessment:** Conduct risk assessments for all activities, ensuring student safety and compliance with organisational policies.
15. **Off-Site Activities:** Plan and coordinate off-site activities using the OSA framework and the EVOLVE system to ensure all logistics and safety measures are in place.
16. **Administrative Duties:** Handle all necessary administrative tasks such as ordering materials and resources using the procurement policy, processing purchase orders, and maintaining accurate documentation.
17. **Staff Supervision:** Supervise and support Assistant Group Work Facilitators, providing guidance, conducting performance reviews, and ensuring their professional development.
18. **Support wider YCSW and young people's transitions:** During college holiday periods this post may be required to support delivery of activity programmes or transition of students off and on to programmes.

Relationships

The post-holder is expected to develop and maintain positive relationships with individuals and organisations to ensure that YCSW can collaborate with others to deliver effective and good quality work. In particular, the post-holder will need to have positive relationships with the following:

- **Internal** – Colleagues, Managers, Board Member, and young people,
- **External** –Community organisations, communities, commissioners, and funders.

Working Environment

- The post is based at Southside Youth Community Centre and Radstock Youth Hub.

- It is essential that the post-holder can travel independently within Bath and North East Somerset. A clean driving license and own transport is essential.

General expectations

- YCSW is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults and expects all staff to share this commitment and duty. It is an essential requirement that staff are aware of the safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns.
- It is a YCSW requirement that applicants for this post obtain a satisfactory DBS certificate. Staff also have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.
- The post holder will be expected to adhere to YCSW equalities and health & safety policies and practices.
- The post holder will need the personal resources to work within a demanding environment and to support staff to do likewise.
- All staff are expected to show a commitment to their own professional development this will include training.

PERSON SPECIFICATION

Job Title: Group Work Facilitator

Date prepared: April 2026

Requirements	Essential	Desirable
Qualifications and training	<p>English and Maths at Grade 4 (previously C grade) or functional skills Level 2.</p> <p>Qualifications in education, such as a Level 3 Certificate in Youth Work Practice, a teaching qualification, or equivalent.</p> <p>Safeguarding training and experience in addressing safeguarding concerns in line with agreed procedures and protocols.</p>	<p>Qualification in a particular vocational or skills area such as sports, art, or music.</p> <p>Additional training or certification in mental health first aid, THRIVE, or related fields.</p>
Experience	<p>Experience in leading group sessions and activities, particularly with students who have special educational needs.</p> <p>Proven ability to develop and implement personalised action plans and support young people in achieving their goals.</p> <p>Experience in delivering and managing vocational, PSHE, and enrichment activities.</p> <p>Demonstrated ability to work effectively in multi-agency teams.</p> <p>Experience in supporting young people's transitions to further education, training, or employment.</p>	

	<p>Experience in monitoring and improving attendance and engagement among young people.</p>	
Knowledge	<p>In-depth understanding of the needs and challenges faced by students with special educational needs and disabilities (SEND).</p> <p>Knowledge of safeguarding legislation and procedures, including the ability to follow child protection protocols.</p> <p>Awareness of qualification frameworks, training, and education systems.</p> <p>Understanding of the Preparing for Adulthood agenda and strategies to build young people’s resilience. Knowledge of health and safety legislation and procedures.</p>	
Skills & Abilities	<p>Strong organisational and communication skills, with the ability to engage effectively with young people, parents/carers, and professionals.</p> <p>Ability to engage and motivate students with diverse needs and backgrounds.</p> <p>Proficiency in using technology to support group activities and track progress.</p> <p>Ability to conduct thorough risk assessments and plan off-site activities safely.</p>	

	<p>Competence in handling administrative tasks, including ordering materials, processing purchase orders, and adhering to procurement policies.</p> <p>Experience in supervising staff, conducting performance reviews, and supporting professional development.</p> <p>Experience in managing budgets for activities and resources. Ability to travel independently within the local area; a clean driving licence and own transport are desirable.</p> <p>Active listening skills and a person-centred approach to working with young people.</p> <p>Excellent organisational skills with the ability to manage multiple tasks and priorities.</p>	
<p>Other job information</p>	<p>Willingness to engage in further professional training and development, with support provided to obtain qualifications such as the Diploma in Education and Training (DET).</p> <p>The ability to cope with the duties and responsibilities of the post and the associated environment.</p> <p>(External candidates may be subject to a satisfactory medical questionnaire)</p> <p>Valid driving license.</p>	<p>Flexible in approach to working pattern.</p>

Youth Connect South West Values

- Keeping young people safe – working in the best interests of young people and putting them at the centre of everything we do.
- Collaboration – working with families, communities, and other stakeholders to make things better for young people.
- Meeting expectations – going “the extra mile” to support young people.
- Inclusion – being there for all of those who need us.
- Determination and creativity – modelling the importance of trying new things, continually learning, and never giving up.