###### Job Description : Stroke Group Leader

**Context of role**

* Bristol After Stroke is looking for a Group Leader to run 2 weekly groups to support stroke affected people. The purpose of the groups is to support recovery, rebuilding life after stroke and building resilience. BAS has another Group Leader that runs 2 other weekly groups.
* This will be a great opportunity for someone who is a creative thinker, able to work on their own but also as part of a team and someone who is passionate about supporting people on their stroke journey. It will be a rewarding role and you will be part of a committed and long-standing team of staff and volunteers. You will be shaping our group work at an exciting time of growth for the charity.
* You will be supporting a group in South Glos (Lyde Green) and one in Bristol (Bedminster)
* In the main our groups operate for 2 hours each.
* Working days should be Wednesday and Thursday and availability on Tuesdays once a month for a team meeting at our office.

#### HOURS PER WEEK : 14 Hours per week

SALARY : 24720.47 pro rata

LOCATION : At two group venues in Bristol and South Gloucestershire and with meetings at the Bristol After Stroke office at The Gatehouse Centre, Hareclive Rd, Hartcliffe and/or home preparation.

ACCOUNTABLE TO : The Chief Executive

JOB SUMMARY :

* Organise and facilitate two stroke groups.
* Work imaginatively and creatively in leading activities that promote wellbeing and recovery
* Ensure work is based on good practice in the field of peer support and group work with stroke.
* Ensure all sessions are delivered safely and meet health and safety standards
* Keep up to date records of members, volunteers and group finances
* Co-ordinate and supervise the work of the group volunteers in all groups.
* Work with the Stroke Key Workers to enhance the health and welfare of all group members.

Contract : Part time

**Main duties:**

* Ensure the smooth running of the Groups
* Plan and oversee the Stroke Group activities ensuring a varied programme primarily face to face.
* Work closely with the other group leader to support continuity and inter group activity.
* Ability to run digital groups if required and support the peer run digital group if required.
* Ensure activities designed to support mental and physical wellbeing, are inclusive to all, support confidence building and support independence and based around the BAS framework to support recovery, rebuilding life after stroke and building resilience.
* Ensure all activities are carried out safely and appropriately for the stroke Group members and volunteers.
* Undertake all duties in a way that values others, does not discriminate and promotes equality.
* Work with the stroke support Key Workers to enhance the health and welfare of all group members, identifying and raising any issues of concern with the Key Worker.
* Keep accurate records both written and financial.
* Introduce and settle new members ensuring a risk assessment is undertaken and kept up to date.
* Work sensitively with volunteers and deal with concerns, liaising with the Volunteer coordinator where appropriate
* Support and develop volunteering in all the groups.
* Develop our expertise in our group and virtual offerings.
* Have basic knowledge of First Aid procedures and be able to manage emergency situations.
* Deal with queries as they arise from group members, dealing with immediate issues but referring to the stroke Key Workers where appropriate.
* Facilitate occasional meetings of stroke Group members to discuss issues relevant to the group and/or BAS.
* Attend monthly Staff Meetings.
* Distribute BAS information/literature/items of news/newsletters
* All other duties commensurate to the post.

The job description may be subject to review and negotiated change.

Staff meeting is held on last Tuesday of the month 9.30 – 11.30 at the office and online on alternate months.

**Person Specification**

**Qualifications:**

* Professional health or social care qualification and/or

counselling qualification Desirable

**Experience:**

* Experience of supporting people with disabilities, stroke or

a long term condition Essential

* Experience of working with groups Essential
* Experience of assessing risk Essential
* Experience of working with people with aphasia or similar

communication difficulties Desirable

* Experience of working with volunteers Desirable

**Skills:** All essential

* Good leadership and interpersonal skills
* Good communication skills both verbal and written
* Knowledge of good practice in working with groups in different media and ensure all groups are inclusive to all
* Ability to work independently and as a part of a team
* Ability to use video conferencing tools, specifically Zoom but others too.
* Basic IT skills and experience (Microsoft office, outlook, Word, Powerpoint)
* Understanding of equal opportunities

**Personal skills**: All essential

* Good social skills, ability to be compassionate and empathetic
* Flexible and creative
* Self motivated
* Able to engage others
* Dynamic

The post is dependent on a satisfactory enhanced DBS check.

**The BAS groups that relate to this role:**

Lyde Green Group

Runs every other Wednesday

From: 1pm – 3pm

At - Lyde Green Community Centre

Bedminster Group

Runs every other Thursday

From 10.30am – 12.30pm

At – St Monica Wills Building, Cromwell Road, Bedminster