



Lead and Assistant Facilitator Role and Person Specification

Lead Facilitator

Role description

- To lead on completing pre-programme activities to set up the programme (e.g. setting up Zoom links, sending out course materials etc)
- To lead on contacting the Assistant Facilitator (AF) before the programme starts, to plan and prepare.
- To lead on contacting the participants before the programme starts (initial call with parents to introduce themselves and answer any questions).
- To manage the group dynamics, including leading discussions.
- To facilitate the participants through the timings and activities within the HPC programme.
- To guide the AF where necessary e.g. capturing discussion points for scribing.

Person Specification

Parent carers of a disabled child or young person (or adult child) who have the following experience:

- Current knowledge and understanding of issues affecting disabled children, young people, and their families and the key challenges that parent carers face.
- An ability to work with parents in a sensitive and empathic way, upholding confidentiality at all times. Non-judgemental and understanding of the challenges faced by other parent carers.
- Experience in delivering training or support to others.

Assistant Facilitator

Role description

- Supporting the delivery of a group-based health and wellbeing programme for parent carers
- Scribing/using Jamboard (discuss how/why)
- Looking out for quiet participants

- Supporting disengaged participants/those who are struggling
- Contributing with goal setting examples appropriately
- Modelling good answers
- Supporting the Lead Facilitator positively during discussions
- Supporting effective group dynamics
- Supporting effective time management
- Checking-in with Lead Facilitator and noticing when things need to be done

Person Specification

Parent carers of a disabled child or young person (or adult child) who have the following experience:

- Current knowledge and understanding of how being a parent carer can impact on personal health and wellbeing.
- Experience or aspiration to improve the health and wellbeing of other parent carers.
- An ability to work with parents in a sensitive and empathetic way, upholding confidentiality at all times. Non-judgemental and understanding of the challenges faced by other parent carers.