



Registered Charity No. 1149011

## Role Description – Group co-ordinator

### Introduction

Harry's Rainbow is a child bereavement charity, supporting beneficiaries in Milton Keynes and surrounding areas. The support we offer ranges from the provision of books, resources and memory boxes to regular support groups which are designed to facilitate contact with others who have suffered a bereavement. Activities and trips are designed to support children through their grief by building self-esteem and confidence and reducing feelings of isolation and loneliness.

We think very highly of our volunteers as they bring crucial support to our charity and teams. Our volunteers receive uniform, ID badges and are encouraged to claim out of pocket expenses. We hold both an annual induction for volunteers and an annual celebration of our volunteers and depending upon the role, we also provide necessary training courses and DBS checks.

This is a great opportunity to give a little something back to the local community, particularly to a smaller charity and support its growth.

### Position in Organisation

Reports to FLO

Directly Manages: Group volunteers

## Main Purpose

The role of a group co-ordinator is to be the welcoming face of our Rainbow Groups. You will ensure all volunteers are aware of their roles and will work alongside the Family Liaison Officer to ensure the hall is set up and ready before the families turn up.

Whilst the group session is under way, you will oversee the groups, helping out families if needed, signposting resources and liaising with the FLO with regards to any problems, compliments or ideas.

## Key Activities

To set up the space ready for the families to arrive, this may include setting up tables and chairs, putting activities out or preparing the outdoor space

To interact with and support the families

To signpost to other services offered by Harry's Rainbow as applicable

To show the families where the resources such as books and leaflets are if required

To engage with the activities offered at the group

To supervise the outdoor area to ensure all children out there are accompanied by an adult

To aid any parents who may need extra support due to having multiple children at the group

To tidy up at the end of the session, wiping down tables and chairs and storing in the correct areas

To oversee the volunteers to ensure all areas are supervised and they are all confident in their roles

To work alongside the FLO to evaluate the groups, suggesting ideas that may benefit the families and ensuring the space works for the purpose it is intended

## Person specification

- Good organisational and communication skills
- A willingness to devote the necessary time and effort to their duties
- Ability to meet timescales and deadlines
- Ability to work effectively as a member of a team and independently
- Ability to use own initiative
- Confidence and approachability
- Friendly
- Good leadership skills
- To be a safeguard assistant lead (training available if required)

## Additional information

It is important that as a Volunteer the following documents have been read, understood and signed:

- Volunteer Policy
- Behaviour policy
- Recruitment Policy
- Business Expenses
- Financial Controls
- Data Protection
- Confidentiality Policy
- Whistleblowing
- Equality, Inclusion & Diversity
- Child Protection Policy

It is required that as a Volunteer you undertake training modules that are specific to this role.

A DBS check is required for this role.

It is expected that you will partake in monthly group supervisions that are provided to you by Arthur Ellis, an organisation that focus on mental health and wellbeing. These offer the opportunity for you to discuss your role, any groups you have attended and any issues or comments arising from them.

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| Date Reviewed: | By: Odette Mould | Next Review Date: |
| Approved by:   | Approved on:     |                   |