

Freelance Scheme of Works Document



Empower Group Facilitator

Overview

This Scheme of Works outlines the structure, responsibilities, and timeline for the freelance facilitation of Empower Groups and Networks for young people aged 11-18. The goal is to co-run therapeutic group sessions designed to boost self-esteem, emotional resilience, and social skills among participants.

Place of Work

- Empower Group - Wellspring House, Starbeck

Contract Duration

- Freelance for up to 2 years
- 3 Empower Groups each year

Remuneration

- £2,304.00 per annum
- Funded by the National Lottery

Headline Responsibilities

- Deliver therapeutic group sessions following ethical guidelines and within the values of Wellspring.

Key Tasks

Group Work

- **Delivery of Sessions:**
 - Conduct three Empower Groups annually, each consisting of 8 weekly sessions of 1.5 hours each.
 - Weekly sessions delivered early evening eg: 6-7.30pm on the same day of the week during term time.
 - Tailor the course material to meet the needs of each group of young people.
 - Develop mentors within each group for guidance and encouragement.
- **Participant Management:**
 - Advertise and promote Empower courses.
 - Recruit 8 to 12 suitable participants (all within an agreed age bracket) and manage referrals.
 - Liaise with parents regarding consent and participation.

Recording & Monitoring

- Update data, observations, and feedback into the Lamplight database.
- Create end-of-course reports including impact case studies.
- Manage materials budget.
- Arrange external supervision for group work.

Skills & Competences

- Ability to establish positive relationships and communicate effectively with young people.
- Adaptation and delivery of therapeutic group activities.
- Knowledge of safeguarding procedures.
- Inclusive and confidential communication with parents and agencies.
- Capability to monitor and evaluate work systematically.

Experience & Qualifications

Essential:

- Diploma level qualification in Counselling/Psychotherapy
- Training / experience in working therapeutically with young people
- Membership with a professional body (BACP/ACC)
- Experience working therapeutically online
- Enhanced DBS

Desirable:

- Experience with assessment tools like CORE
- Experience in youth work and group facilitation
- Recent safeguarding training

Timeline

Year 1	Year 2
1. September: <ul style="list-style-type: none"> - Start first Empower Group Cycle - Recruit participants, advertise the programme 	1. September: <ul style="list-style-type: none"> - Repeat Year 1 activities
2. November/December: <ul style="list-style-type: none"> - Complete first Empower Group Cycle 	
3. January: <ul style="list-style-type: none"> - Start second Empower Group Cycle 	
4. March: <ul style="list-style-type: none"> - Complete second Empower Group Cycle 	
5. May: <ul style="list-style-type: none"> - Start third Empower Group Cycle 	
6. July: <ul style="list-style-type: none"> - Complete third Empower Group Cycle 	

Reporting

- Regular meetings with the Children & Young People's service manager to discuss progress and any issues.
- Submission of end-of-course reports and feedback.
- Continuous data entry and update in the project database.

Budget Management

- Oversee and manage the allocation of the materials budget.
- Ensure cost-effective use of resources.

Child Protection & Safeguarding

- Assess and address safeguarding concerns according to Wellspring policies and procedures.
- Collaborate with other organisations and maintain confidentiality.

This document provides a comprehensive scheme of works to ensure the success and smooth operation of the Empower Group and Network.