

Freelance Scheme of Works Document



Empower Group & Network 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
- Network - Online via Microsoft Teams

Contract Duration

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

Remuneration

- £3456 per annum
- Funded by the National Lottery

Headline Responsibilities

- Deliver therapeutic group sessions following ethical guidelines and within the values of Wellspring.
- Facilitate monthly online network meetings to support ongoing participant development.

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.

- **Network Facilitation:**

- Conduct monthly 1.5-hour early evening online meetings for former participants.
- Assist in the recruitment of a suitable volunteer and build a strong rapport with the volunteer to facilitate the work.
- Plan discussion topics and activities with the help of a volunteer.

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

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.

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. Ongoing: <ul style="list-style-type: none"> - Continue monthly Empower Network meetings
2. November/December: <ul style="list-style-type: none"> - Complete first Empower Group Cycle - Begin monthly online Network meetings 	
3. January: <ul style="list-style-type: none"> - Start Network group - 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 	

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