



## Workshop Facilitator



Job Title	Workshop Facilitator
Hours of work	2-3 hours per week
Contract	Voluntary (6 months fixed term)
Location	Work from home
Division	Up Skill
Accountable to	Workshop Leader

### About us

Up Skill is a nationwide programme providing career progression guidance for students and professionals across the U.K. Our aim is to be a motive power in reducing healthcare inequalities; whilst tackling social exclusion within the workplace. We will achieve this by educating, inspiring and equipping a community of professionals with meaningful and practical leadership skills, to improve career prospects.

The Up Skill Mentoring Programme will run for a duration of one year and involve a series of workshops, events and peer mentoring sessions; led by the community but hosted by Black Leaders in Healthcare CIC. All workshops are free to access and targeted towards individuals who require additional skills to either gain or progress in employment.

### Our Values

**Balance** – between technical jargon and simple English!

**Leadership** – not workforce management but flattening hierarchies to improve communication.

**Authenticity** – being true to ourselves and unapologetically refusing to conform.

**Commitment** – to the needs of our community.

**Knowledge** – is power! No question is a stupid question.

### Job Summary

Up Skill provides inspiring opportunities for individuals to engage with employment education. This programme is carefully designed to engage those from underrepresented groups who have gaps in their existing competencies.

We require skilled Workshop Facilitators to deliver our varied programme on a voluntary basis and would like to extend our current pool of professionals to join our diverse team.

The key role will be to support the engagement of participants in workshops and events. The role holder will work with the Workshop Leader and content creators to produce educational presentations. The role will lead quizzes and activities in breakout rooms and may also lead on sections of the workshop learning.



This role primarily focuses on event facilitation, with some elements of project management. Training will be provided.

Typically Workshop Facilitators will lead one or two projects on a specific theme under the direction of the Workshop Leader. Projects have various timeframes but on average are completed within 6 months. Longer term projects of up to 1 year may be available within the central team

## **Duties and tasks**

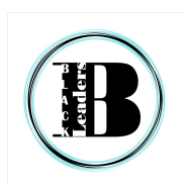
- Identify best practice and explore innovative forms of engagement.
- Liaison with Health Professionals and senior leaders in various specialties.
- To design and plan engagement activities for workshops (this will include using tools such as Mentimeter and Slido)
- Facilitate workshops activities (once or twice monthly depending on project).
- Set up feedback opportunities (including post-workshop group discussing sessions).
- Meet regularly with Workshop Leader.
- Work with content creators to produce high quality resources
- Manage own schedule and utilise resources provided.
- Responsible for completing work in a timely manner consistent with company practice.
- To work in a manner consistent with company and local policies and procedures, protocols etc.

## **Health and Safety**

The Company has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. You equally have a responsibility to ensure that you do nothing to jeopardise the health and safety of either yourself or anybody else. The company's Health and Safety Policies outline your responsibilities regarding Health and Safety at work.

The post holder must not willingly endanger themselves or others whilst at work. Safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used where appropriate.

All accidents/incidents must be reported to your Line Manager and documented as per Company Policy, including the reporting of potential hazards. Volunteers are encouraged to consider home working ergonomics and safe home working environment.



## **Security**

The post holder has a responsibility to ensure the preservation of company property and resources.

## **Confidentiality**

The post holder is required to maintain confidentiality at all times in all aspects of their work.

## **Equality and Diversity**

The company's ambition is to work together to promote an inclusive environment both in terms of promoting diversity and equality to all our employees and the work we do with professionals and students and our partner organisations. Reducing healthcare inequality is at the centre of our work and we are committed to ensuring equality irrespective of race, gender, disability, belief, sexual orientation, age, or socioeconomic background. We tackle discrimination through positive promotion of equality challenging stereotypes and creating an environment which champions respect for all.

## **Team Briefing**

The Company operates a system of Team Briefing, which is based on the principles that people will be more committed to their work if they fully understand the reason behind what is happening in their organisation and how it is performing.

## **Benefits**

All volunteers will have access to career development resources and professional 121 mentoring services from senior members of the team. Work undertaken may also contribute to continuous professional development (CPD) accreditations, professional profiles will also be published and promoted online. This role is suitable for those wishing to enhance existing skills in leadership.

## **SUMMARY**

This job description is an outline of the key responsibilities of the Workshop Lead role and is not intended to be an exhaustive list. The job may change over time to reflect the changing needs of the company and its services, as well as the personal development needs of the post holder.



THE COMPANY IS AN EQUAL OPPORTUNITIES EMPLOYER

**PERSONAL SPECIFICATION**

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	<p>Substantial experience in Project Management or Event Management</p> <p>NHS/ Health and Social Care related professional experience</p> <p>Experience presenting complex information to a wide audience.</p>	<p>Experiences in a mentor role such as: life coach, career advisor, pastoral care, or teacher.</p>
<b>Education/Qualifications</b>	<p>A Level <i>or equivalent</i></p>	<p>Health and Social Care <i>or</i> Education related qualification</p>
<b>Information Technology Skills</b>	<p>Experience using tools such as Mentimeter, TypeForm and Slido for user engagement.</p> <p>Access to personal computer and internet, including webcam.</p> <p>Access to and experience of using Microsoft packages, including sending and receiving emails.</p>	<p>Experience with mentoring CRM systems</p>
<b>Communication Skill</b>	<p>Effective written and verbal communication skills.</p>	<p>Experience in copy writing and proofreading.</p>



	Problem solving approach to promote engagement	
<b>Interpersonal Skills</b>	Ability to commit to work as part of a busy environment.  Able to work autonomously and without daily direction  Able to lead a diverse team of volunteers.  Critical thinking	
<b>Other</b>	Able to work from home.  Attend mandatory fortnightly meetings with delivery team.	