



Charity Registration No: 1098562

JOB DESCRIPTION

Job Title:

Perinatal Social Group Leader

Location:

**Bartongate Children's Centre
The Friendship Cafe**

Accountable To:

The Friendship Café Co-ordinator

Purpose:

- To set up and facilitate a weekly drop in Perinatal Social Group, offering a range of appropriate services and resources to support those women suffering low to moderate depression.

Duties & Responsibilities:

1. Overall responsibility to develop, manage and run a new weekly Perinatal Social Group.
2. To organise the launch of the Group and run the drop-in sessions.
3. Promote and publicise the Group to encourage take up and self referrals.
4. Liaise with professionals from statutory and voluntary agencies to ensure that adequate information and support is available and accessible at each session.
5. Register users and maintain records of individuals' progress.
6. Undertake regular feedback from users to enable the Group to develop and improve.
7. Signpost and refer users to other organisations when necessary.
8. Ensure adequate supplies of resources and materials are maintained.
9. Complete monitoring and evaluation reports as required by Commissioners.
10. Develop links with community organisations and other agencies to enable the Group to be accessible to all users – particularly those who are hard to reach.
11. Produce and maintain monthly financial records of expenditure relating to group activities.
12. Practice within an equality and diversity framework.
13. Maintain confidentiality and data protection.
14. Any other duty that is deemed appropriate by the Lead organisation.

Hours: 5 hours per week

Salary: £10 - £13 per hour (depending on qualification)

Duration: Initially for 1 year (pending future funding)