



Job description: Facilitating Lead – West Cumberland / East Cumberland

Hours: 16 hours per week

Wage: £12.60 per hour

Initial 6 Months Contract

About you: You have lived experience as a mum of mental health challenges and understand the power of peer support and safe spaces. You have excellent awareness of your own mental health and solid coping strategies. You're confident, organised, and committed to making a difference in your community. You're a people person who can hold space for others, manage boundaries, and promote respectful, inclusive environments.

You are based in commutable distance of either of the regions, West Cumberland or East Cumberland and you're ready to connect people, support volunteers, and build safe communities of support.

Main purposes of the job

To facilitate multiple peer support groups within the West or East Cumberland region week (see map) and online each, act as safeguarding point of contact in those groups and ensure volunteers are supported through post group debriefs. Support the Community Engagement Coordinators with marketing for groups, including social media, leafleting etc. To travel throughout the region, therefore a full UK driving licence (with fewer than 6 points) and access to your own car is essential

Key tasks

Group Facilitation:

1. Lead and co-facilitate peer support groups across designated locations and online.
2. Ensure groups are welcoming, inclusive and safe spaces.
3. Carry out venue housekeeping checks (e.g. fire alarms, emergency exits, accessibility).
4. Complete and update venue risk assessments regularly.
5. Be the named safeguarding contact for each session you facilitate.

Volunteer Support & Wellbeing:

6. Offer on-the-day support for volunteers at sessions.
7. Facilitate end-of-session debriefs with volunteers.
8. Promote a safe and respectful culture within the group.

Wellbeing-in-role:

9. Attend monthly supervision sessions with clinical supervisor.
10. Develop and maintain a wellbeing-at-work plan in conjunction with your line manager.

Data & Safeguarding:

11. Record group data accurately (attendance, incidents, safeguarding concerns etc).
12. Report safeguarding concerns following organisational procedures.

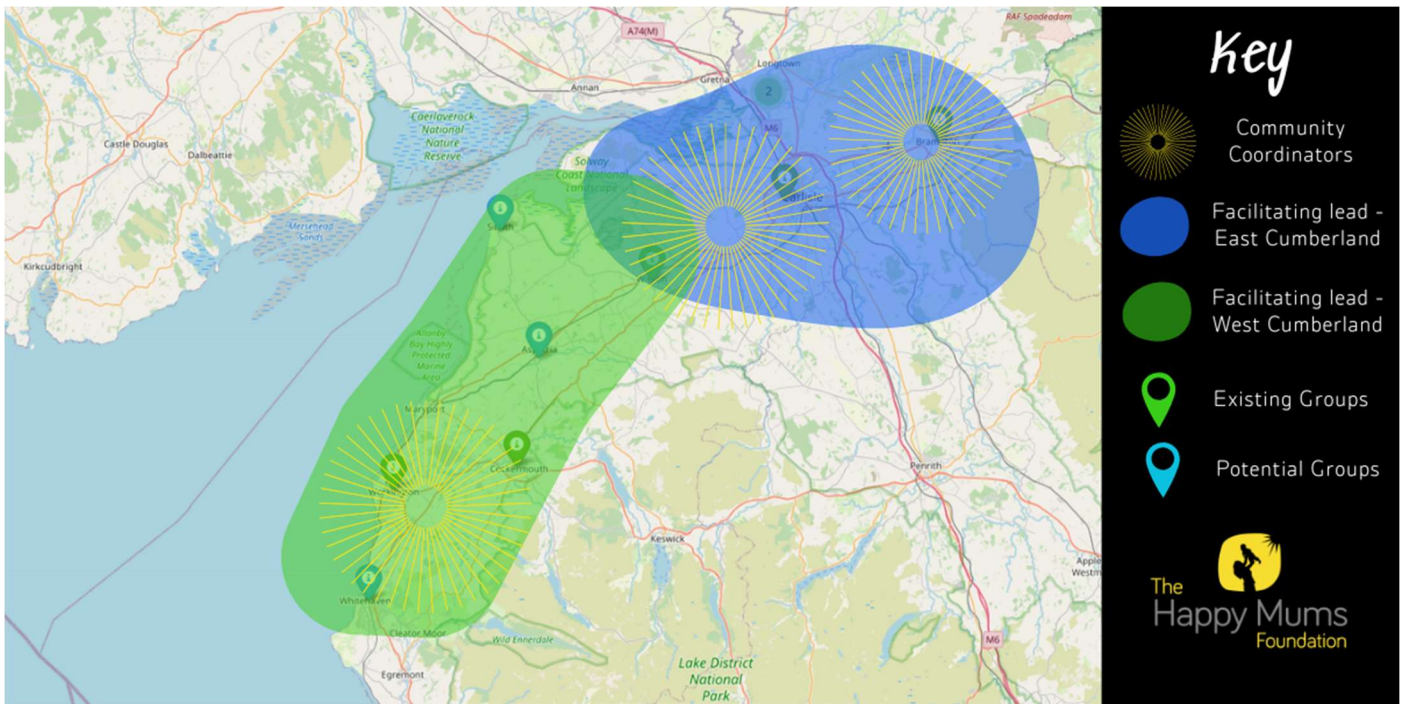
Community Engagement & Promotion:

13. Distribute flyers, posters and promotional materials across the local area.
14. Develop and maintain positive relationships with community partners and venues.
15. Represent the organisation in the local area as a key point of contact.

Working Hours:

- Core hours will typically be between 9am and 2pm on weekdays.
- Occasional evening hours (online), which can be worked from home.
- Flexibility is important to support group times and community needs.

Reporting to Operations Manager



Person Specification: Facilitating Lead - West Cumberland

(E) = Essential (D) = Desirable

Qualifications
Mental Health Peer Support or equivalent experience (D) Safeguarding or equivalent experience (D) Project Management or equivalent experience (D)
Previous experience
Adhering to regulations, guidance, policies and procedures (E) Time management and reporting (E) Facilitating support groups or other activities related to mental health and wellbeing (D) Speaking for a range of audiences (D) Working directly with service users and the public (D) Use of social media for marketing and promotional purposes (D)
Skills/competencies
Awareness of own mental health and coping strategies (E) Excellent time management (E) Good communication skills (verbal and written) (E) Ability to work as part of a team (E) Maintain confidentiality (E) Use of initiative (E) IT skills (MS Office) and digital media (E) Use of administrative systems and processes (E) Good standard of English and maths (D) Facilitation of support groups (D) Marketing/promotion (D)
Knowledge
An understanding of Perinatal/ maternal / parent mental health issues (E) An understanding of issues relating to volunteering (D) Policies and procedures for safeguarding children and vulnerable adults (D)

Data protection regulations and guidance (D)
Special attributes
Willing to undertake a DBS check (E) Willing to undertake further training as appropriate (E) A full UK driving licence (with fewer than 6 points) and access to your own car.(E) Access to transport and willing to travel to locations in and around Cumbria (E)
Personal qualities
Be trustworthy and responsible (E) Sensitivity and empathy (E) Support the mission of The Happy Mums Foundation (E) Lived experience of maternal mental health problems (E)