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**JOB DESCRIPTION – Senior Facilitator (Northern Trust based)**

**Job Title:** Senior Facilitator

**Hours:** 37.5 hours per week

**Duration:** Until September 2028, subject to continued funding

**Salary:** £39,370

In addition, a 6% employer’s pension contribution is payable

**Location:** Ballymena area – exact location tbc

**Line manager:** Changing Lives Initiative Regional Manager

**CHANGING LIVES**

Colin Neighbourhood Partnership, along with our two partner organisations, has secured substantial funding from the EU PEACEPLUS Programme for an exciting 4-year cross-border project. The project will provide early intervention support to families of children with queried neurodevelopmental conditions such as ADHD and Autism. As the principal delivery partner in the North of Ireland, Colin Neighbourhood Partnership will employ a team to deliver the project across the Belfast, South Eastern and Northern Trust areas, with its main office in West Belfast and a second office in the Northern Trust area (yet to be identified but expected to be in Ballymena).

This is an ambitious project that aims from the outset to develop a new, long term model of early intervention support to families, and achieving sustainability of this model beyond the current funding will be a core objective from the outset.

**JOB PURPOSE**

The Facilitators’ role (including the Senior Facilitator) will be to deliver the Early Intervention Pathway programme to families with children who have queried neurodevelopmental conditions/concerns, in particular Autism and ADHD. This includes administering support needs assessments and follow up assessments with parents/carers, and delivery of a significant range of workshops, short programmes and evidence-based parenting programmes. The Facilitators will be expected to build strong relationships with parents/carers, and to contribute to the project evaluation by administering outcomes measurements. The Facilitators will also maximise opportunities to build effective links with schools, early years, community and statutory services locally.

More specifically, the Senior Facilitator will co-ordinate the work of the small Facilitator team based in or around Ballymena, as well as facilitating workshops and programmes themselves, and will be the first point of contact for the team with the CNP Regional Manager for The Changing Lives Initiative. Experience of previously delivering any of the evidence-based parent programmes identified (such as Incredible Years), and ability to effectively share that expertise and experience with team members, will be an advantage but is not essential.

**KEY RESPONSIBILITIES**

Please note that individual facilitators may be more focused on particular aspects of these responsibilities, depending on their skills and experience. It is intended however that over the course of this project all facilitators will be supported to gain competence and experience in all areas. Key responsibilities include:

* Carrying out individual Support Needs Assessments with families. Administering set questions and planning a support offering for families from the range of support interventions available. Specific guidance and training will be provided for this
* Delivery of Information and Awareness sessions and workshops on a range of relevant topics to parents, both through face-to-face and online mediums
* Delivery of evidence-based group parenting programmes (from a suite that will include Incredible Years, Invest in Play, Triple P and Parenting Plus), with fidelity to the model, using both face-to-face and online delivery mediums as appropriate, ensuring that all practical arrangements are fully met
* Promoting the project to families and helping to recruit prospective families as participants where needed
* Maintaining good relationships with families participating in interventions
* As Senior Facilitator, coordinating the work of the small Ballymena-based team, under the direction of the Regional Manager, and the first point of contact for the Regional Manager in monitoring the team’s progress and effective working
* Developing and maintaining positive working relationships with local agencies in the project delivery area: schools, voluntary agencies, health and social care services and other relevant bodies
* Supporting the completion of questionnaires and other forms by parents, for use in screening and evaluation exercises, under direction of the team’s Psychologist
* Supporting delivery of Information and Awareness sessions to professionals working in Health and Education sectors
* Adhering fully to confidentiality and data protection requirements in respect of project information
* Engaging in training and continuous professional development as required, both locally and on a cross-border basis
* Demonstrating a flexible approach to project working, as some evening and potentially weekend work may be required
* Having access to suitable personal transport, as regular travel is required (for which an allowance is payable)

**PRINCIPAL REQUIREMENTS**

**Qualifications and Experience**

**ESSENTIAL**

* Relevant 3rd level qualification (at least to Level 5) in the areas of health & social care, education, child development or similar
* Minimum of 3 years’ experience in a paid role working with or supporting families, children or young people
* Experience of coordinating the work of other staff or a team to ensure consistent progress and project outcomes

**DESIRED**

* Experience delivering workshops, services or programmes to individuals or groups
* Knowledge or experience delivering evidence-based parenting programmes such as Incredible Years, Parents Plus, Invest in Play, or Triple P
* Knowledge or experience of evidence-based early intervention approaches and/or neurodevelopmental conditions including ADHD and Autism
* Knowledge of local services and agencies that work with children and families

**Skills**

**ESSENTIAL:**

* Ability to work effectively as part of a team, as well as ability to work on own initiative
* Excellent interpersonal skills
* Excellent organisational skills and proven ability to operate successfully in a demanding and diverse workplace
* Excellent communication skills, verbal and written, including the ability to present complex information in a clear and concise manner
* Strong IT skills

**Personal Characteristics**

**ESSENTIAL:**

* Motivated and passionate about supporting children and families
* Flexible and adaptable
* Proactive attitude

` **Other Requirements**

**ESSENTIAL:**

* Full driving licence and access to own personal transport for business purposes
* Availability to work evenings as required
* Main working location is at project base in or around Ballymena, but you may be required to work at main Colin project base from time to time, for training and other operational needs
* Availability to commence employment, if appointed, not later than May 19th 2025

**FURTHER INFORMATION AND APPLICATION DETAILS**

For further information regarding this role, please contact David Simpson, Regional Manager, Changing Lives Initiative, by email – [david@newcolin.com](mailto:david@newcolin.com)

Candidates must complete and submit the Application Form to [bernadette@newcolin.com](mailto:bernadette@newcolin.com)

The closing date for confirmed receipt of Application Forms is **2.00pm on Wednesday 9th April 2025.** No Application Forms received after this time will be considered. Please do not submit CVs.

Interviews for this post are expected to take place in Colin, West Belfast on April 15th, with an offer of employment shortly after, subject to satisfactory references.

Due to scheduled training, the successful candidate must be in a position to start their employment not later than May 19th 2025.

Shortlisted candidates for these posts, deemed appointable but unsuccessful on this occasion, may be placed on a reserve list, if they agree, for subsequent vacancies that may arise within the following 12 months.

*This Project is supported by PEACEPLUS, a programme managed by the Special EU Programmes Body (SEUPB).*

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