

Speaking out Forum (SOF) Facilitator Role Specification

Job description

Job title: Group Facilitator (joining our pool of facilitators) to deliver the SOF Core Programme & Workshops

Location: Various – Greater Manchester

Hours: Part-time, as required to deliver a single workshop/session or series of sessions. (Each session is approx. a ½ day/4 hours. A typical programme could comprise 5 sessions over 5 weeks.)

Salary: Fixed Fee per Session. Plus travel expenses. Subject to contract.

Contract Type: Freelance

About us:

Our charity aims to empower people to be able to speak up for themselves in all aspects of their daily lives: in their home, work, social and community environments. We are a small charity dedicated to empowering people who face barriers in society. Our mission is to provide programmes and workshops for people who face barriers in society, to develop speaking skills and self-advocacy skills, build confidence, promote well-being, and foster meaningful connections. We do this, in partnership with other like-minded organisations, through the delivery of taught, in-person programmes for groups and people.

We believe in creating safe, inclusive spaces where everyone can thrive, and we're looking for someone who shares this vision. The successful candidate will be working closely with a supportive and experienced team of dedicated staff and volunteers from Speaking Out Forum and our Partners.

About the role:

We are seeking a dedicated and passionate Group Facilitator to lead our programmes as well as one-off workshops, with small groups of (up to 15) people (including those who have learning disabilities, learning differences and SEND, or who face barriers and stigma within society). This role is perfect for someone who values working with marginalised communities and understands the importance of creating a supportive, non-judgmental environment.

As a facilitator, you will lead, and evaluate engaging sessions tailored to the needs and abilities of participants. Our programme is already written and evidence-based so you will be provided with an outline and materials for each session.

You will receive some training to familiarise yourself with the programme and with SOF, and ideally you will have facilitator, teaching or similar experience. You will be part of a small pool of facilitators engaged by SOF to deliver its in-person workshops and programme.

Each session module we teach has a well-developed format and content, an outline of the programme modules and what we do can be found on our website and in our brochure.

As a facilitator your key responsibilities are to:

- Deliver the workshops/sessions of approx. half a day, following a written and evidence-based programme for people with learning disabilities.
- Create a safe and welcoming environment that promotes participation and mutual respect.
- Work closely with our partner organisations to deliver our courses to their people. You will also be working closely with the mentors from the partner organisations who we train to work alongside us and support the people as the courses progress.
- Adapt activities and communication to meet the diverse needs of participants, ensuring accessibility.
- Ensure that all participants are supported to fully engage in the session and ensure that all materials and activities are accessible to all participants.
- Take views and feedback of people participating, taking into account the individual needs of members of the group.
- Build positive, trusting relationships with group members and their mentors.
- Work collaboratively with colleagues to evaluate the progress and impact of sessions, ensuring continuous improvement.
- Assist the participants to feel welcome and to understand the aims and benefit of the group(s), and welcome all new attendees, providing information about the group.
- Proactively support an inclusive and welcoming working environment where all people we support feel able to be themselves.
- Uphold the charity's commitment to safeguarding and equality, ensuring the dignity and wellbeing of all participants.

What we are looking for:

We are looking for individuals who are passionate about working with marginalised groups and committed to making a positive impact. The ideal candidate will have the following skills and qualities:

Essential:

- A genuine passion for promoting inclusion and supporting people with learning difficulties, SEND, and other needs which make accessing society challenging.
- Excellent communication and interpersonal skills, with the ability to connect with different people and respond in the moment to potentially challenging dynamics?
- Experience facilitating or teaching group activities or workshops.
- The ability to adapt quickly, think creatively, and tailor sessions to meet individual needs.
- A patient, empathetic, and non-judgmental approach to working with others.
- Strong organisational and time-management skills to deliver consistent sessions.
- The ability to travel independently to the locations the service covers.
- DBS checked.

Desirable:

- Previous experience working with people with learning disabilities, SEND, or other marginalised groups.
- Knowledge of safeguarding practices and a commitment to upholding them.
- Relevant qualifications in facilitation, social work, education, or a related field.
- An understanding of person-centred approaches to support and development.

Why Join Us?

By joining our team, you will:

- Be part of a supportive and values-driven organisation that celebrates diversity.
- Receive training to enhance your skills and career progression.
- Work in a role where your efforts directly contribute to empowering people and building inclusive communities.
- Experience the rewards of creating a positive and lasting impact on the lives of those you support.
- Be provided with additional opportunities, for example, to run workshops or be involved in fundraising events.

How to Apply:

If you are passionate about working with marginalised groups and feel you have the skills and values to excel in this role, we would love to hear from you. Please submit your CV and a brief covering letter explaining why you are the ideal candidate for this role and wish to be involved in the work we do, to hello@speakingoutforum.org.uk

Closing Date: 5 December 2025

Interview (online) date: January 2026 (dates will be confirmed by end December).

Training (likely to be in-person) comprising two half days to take place either in late January or February 2026. Applicants should be able to make themselves available to attend the training.