



## Job Description

**Job title:** Yes to Life Wigwam Facilitator

**Responsible and reports to:** Executive Director, but direct line of work will be with the Wigwam lead.

The post is home based.

The post is offered on a pro-rata basis of 7,5 hours a week. (1day p/w) for 3 months from the start date and review after the end date for an additional 3 months.

**Salary:** FTE £4,500 (£375 a month)

**25 days holiday per year (Pro-rata)**

### Your Role:

- Support the Executive Director and Wigwam Lead in the management of the Wigwam online Groups Service.
- Respond to queries about Wigwam and facilitate new Wigwam members in participating in our Wigwam activities including support groups
- Facilitating people wanting to set up a group including support to them around induction and training
- Co-facilitating support groups
- Facilitate organising, setting up and managing the online forums with expert speakers
- To prepare documents regarding the Wigwam project as required by the Executive Director, ensuring accuracy, good presentation and efficiency
- Support the social media activity of Wigwam to increase the reach of the project

### Yes to Life

Telephone: 0845 257 6950 [office@yestolife.org.uk](mailto:office@yestolife.org.uk) [www.yestolife.org.uk](http://www.yestolife.org.uk)

Company No: 05495576 Registered Office: as above Registered Charity No: 1112812



- To update the Wigwam online Website news section, events, and resources

### **What qualities are helpful?**

- Understanding of living with cancer or another chronic illness
- Being a good listener and enjoying meeting new people and talking with them
- Familiarity working in groups or teams
- Comfortable talking about cancer, illness and loss.
- Naturally empathetic, warm and friendly
- Organisational skills and a clear idea of the importance of boundaries and confidentiality
- Familiarity with online work, ability to update a basic website (or learn how to) and basic social media skills

### **Knowledge/understanding:**

- An understanding of the need for supporter confidentiality.

### **Yes to Life**

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