

GOOD VIBRATIONS FACILITATOR ROLE DESCRIPTION



Workshop Facilitator

- Reporting to: Operations Manager
- Pay rates: Good Vibrations pays its most experienced facilitators, working in challenging circumstances: co-facilitation rates of £250/day; and sole-facilitation rates of £300/day. We pay trainees £100/day and Assistant Facilitators £190 per day. With this round of recruitment, we plan to bring new facilitators into the team, starting with a short trainee phase where they observe and support, then graduating them onto assistant, co-facilitator, or even sole-facilitator roles - depending on successful candidates' experience levels and the settings we ask them to work in. The rates we pay them will be commensurate with these roles.
- Location: This work could be across England and Scotland, but we are particularly keen to recruit someone who can work in the Northwest of England or the Midlands
- Contract: Freelance contract.

Purpose of Role

- To co-facilitate week-long gamelan music courses in UK prisons.

A Good Vibrations course is normally a week-long daily course in a prison or other secure institution using a Javanese gamelan.

GAMELAN originates from **JAVA** Indonesia

we **LOAD** it into a van and come to **YOU**

NO prior music skill required!

2 FACILITATORS and up to **20** participants

using composition, **IMPROVISATION** and **REFLECTION** as a key part of self development

5 DAY intensive experience

Conducting exercises encourage **TEAMWORK**

SPOKEN WORD can accompany the creative process

peer support, listening skills and non verbal **COMMUNICATION**

we **RECORD** throughout the week

professionally Manufactured **CD** **OCN** team working accreditation

GOOD VIBRATIONS CERTIFICATE

FINAL PERFORMANCE showcasing all they have learned!

engaging and learning about **INDONESIAN CULTURE**

www.good-vibrations.org.uk

RESPONSIBILITIES

Facilitation

1. Team-lead 4-6-hour sessions daily for five-day, residential courses in line with the project brief to up to 20 people throughout.
2. Differentiate/adapt delivery in response to individual needs, abilities and interests.
3. Facilitate the sessions in line with Good Vibrations' core values (see website).
4. Support clients to achieve the outputs and outcomes outlined in the project brief.
5. Carry out Scheme of Work/lesson planning for courses.
6. Carry out pre visits to recruit potential participants

Relationship Management

1. Act as an ambassador for Good Vibrations and uphold its excellent reputation through your interactions with participants, partner staff, and audience members.
2. Suggest new ideas, and flag potential risks to the Operations Manager from your discussions with delivery partner staff, participants, and from your experience on courses.

Team-working

1. Support Good Vibrations to develop and deliver its strategic plan.
2. Support other facilitators and trainees to hone their skills to deliver a high-quality service.
3. Participate in peer review and team training activities, including participating in the annual training needs survey.
4. Be extremely flexible to the needs of the host institution during the course, such as changes in numbers of participants or having to fit the gamelan in a cabinet at the end of the session!
5. Regularly communicate with the Team Representative to feedback issues and ideas to the Executive Director and Board of Trustees.
6. On course weeks, participate in daily de-briefs with your co-facilitators about how the course is going.
7. Participate in team-teleconferences and support delivery of Good Vibrations' Quality Improvement Plan.
8. Share your knowledge, ideas and experience to support Good Vibrations staff to prepare new project proposals and funding proposals.

Training

We will provide you with training and development to support your work with us. Initially, we anticipate that you will start with a trainee phase where you observe facilitators delivering courses and participate yourself to enable you to see and experience how the process works. This will be followed on subsequent courses with a supported process where you develop from providing assistant-facilitation through to co-facilitation and/or sole facilitation.

Participant Progression

1. Be a positive role model and encourage participants to join the Keep in Touch Programme, which will support them when they move into the community.
2. Support interested participants in further development, with suggestions of connections and transition routes into further activities post course within the institution.
3. Liaise with the Training and Development Manager to support the success of the Keep in Touch Programme with past participants you have supported.

Paperwork

1. Ensure monitoring and evaluation paperwork and procedures are implemented consistently and correctly.
2. Provide the Operations Manager with data and information to support her to write project reports and evaluations and implement improvements based on what you learn from these evaluations.

Policies and Procedures

Good Vibrations is committed to safeguarding and promoting the welfare of young people and vulnerable adults. Applicants must be willing to undergo Enhanced Disclosure Barring Service, HMPPS Counter Terrorism Clearance checks, and PVG checks if working in Scotland. In addition, we expect facilitators to:

1. Comply with Good Vibrations policies and procedures, and the relevant ones of host institutions.
2. Be aware of any special requirements associated with the role, e.g. security and confidentiality issues.
3. Carry out risk assessments specific to the course setting and group you will be working with.
4. Submit invoices in a timely fashion to the Operations Manager in line with Good Vibrations Finance Policies and Procedures.

Good Vibrations will support you to go through enhanced level HMPPS Counter Terrorism Clearance checks. Please note that a criminal record is not necessarily a bar to getting this clearance, or Enhanced DBS Check, but these two checks/clearances will be essential to this role.

Person Specification

Essential

- Commitment to Good Vibrations aims and values and a desire to enable people in prison etc. to participate in transformative courses, developing life skills, confidence and motivation to create more positive lives for themselves.
- Facilitation experience and experience of working with people with complex needs.
- Good leadership skills and the ability to motivate and develop people to deliver results.
- Excellent all-round communication skills.
- Personal drive, energy, integrity, adaptability and responsibility.
- Willingness and ability to travel and work away from home for week-long courses.
- Awareness of key principles of Safeguarding, Information Security, Equality & Diversity, Sustainability, and Health and Safety.
- Experience of facilitating people to develop in groups using communal music-making as the medium.
- Good critical reflection to strengthen your own practice.
- Able to establish trust with participants, and a wide range of people in different roles.
- Knowledge of how to give space in musical activities through the way they are structured and navigated.
- A good sense of when to intervene and when to hold back.

Desirable

- Basic knowledge of Javanese gamelan (training can be provided if needed)
- Willingness to travel to attend meetings and able to use technology to meet up remotely.