



### **Your Role as Group Facilitator**

**Role Title:** Group Facilitator

**Reporting to:** Suffolk Sporting Memories Project Coordinator

**Main Aim:** To plan and facilitate sessions of the Sporting Memories Group

#### **Tasks:**

1. To regularly liaise with the Project Coordinator, including ensuring the weekly monitoring form is completed and attend bi monthly training and support and supervision sessions.
2. To take a register of attendees
3. To plan a programme of activities and ensure the resources and equipment are available when required for running the group.
4. Establish some ground rules with the group.
5. Ensure everyone feels involved in conversation and activities.
6. Be aware of health and safety and capability of group members when delivering any physical activities.
7. To help promote the group & establish a regular number of participants.
8. To pass out any relevant information and signpost to other agencies.
9. To listen to ideas from the group members to help you plan activities including themes for reminiscence sessions, to arrange speakers and to potentially organise trips related to their interests.
10. If required help to arrange speakers and trips to other venues.
11. Be involved in group evaluation and feedback sessions.

#### **For more information contact:**

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