Work for LANCASHIRE WOMEN

Registered Charity: 1100976

**Job Title:**
**Community & Group Facilitator**

**Closing Date:**
**Friday 20th November 2026**



# Who We Are

**Lancashire Women are a leading charity with the core vision of creating a Lancashire where all women are valued and treated as equals.**

With over four decades of experience, Lancashire Women work from our mainly women centres to provide safe, dedicated space for women across the county. We bring together a number of services under one roof- all designed to support women who at any one time may be dealing with a range of issues including: social isolation and exclusion, homelessness, poverty, mental ill-health, or offending behaviour.

Our services are available to all women, but in particular we work with those who find themselves in situations which can increase their vulnerability or place them at significant risk of harm - and who are often facing multiple and complex needs.

# Our Values

We believe our values need to be translated from the ideals we profess into tangible behaviours which can be operationalised and measured. This way, our teams know and understand how best we can achieve the outcomes and change for the women we work with. Our commitment is to ensure everyone in LW knows and understand the part they have to play and how they can bring our values into their work.

### Empower

We work to build on the strengths that all women & girls have, so that they can become more confident; especially in controlling their own life and claiming their rights.

### Non-judgemental

We accept each woman exactly as they are and genuinely make no moral judgement about their situation.

### Collaborative

We try to be real with all the women & girls we work with so they can have choices about their lives, knowing that they will need courage to make changes that will benefit them and those around them.

### Creative

We know we learn more and can achieve more when we work together.

### Honest

Creative in our approach to supporting women & girls and seeking solutions with them for the challenges.

# About This Role

**Job Title:** Community & Group Facilitator

**Reporting to**: Team Lead

**Salary**: SP24 £26,928 - SP25 £27,779 per annum, pro rata

**Hours:** 26.25 per week

**Location**: Accrington

**Contract**: September 2028, subject to further funding

## Overview

This is an enjoyable and varied facilitation role for someone who likes bringing people together, developing ideas and delivering practical, engaging groups. The postholder will be a key facilitator for the CISI-funded Money Matters programme across Lancashire and will also develop and deliver wider social inclusion and community learning groups in Pennine Lancashire.

Money Matters is delivered as two workshops over two weeks. The anticipated delivery model is approximately two Money Matters cohorts per week, alongside around three additional two-hour groups during term time. Wider groups will be shaped by local interests and needs and may include confidence, wellbeing, life skills, communication, employability, creativity, and other topics that reduce isolation and support participation.

The role includes protected time for administration, lesson planning, schemes of work, and resource development. During non-delivery periods, the postholder will focus on group development, networking, marketing, partnership engagement and gathering lived-experience feedback about local needs. Delivery will usually take place with another member of staff when delivering Money matters at partner organisations and community venues.

## Roles & Responsibilities

Do you enjoy bringing people together, creating activities and helping people build confidence and practical skills?

We are looking for a creative and engaging Community Learning & Money Matters Facilitator. This is a varied role combining county-wide delivery of our interactive Money Matters workshops with the development and delivery of wider social inclusion and community learning groups across Pennine Lancashire.

Money Matters supports people to explore financial choices, budgeting, household costs, aspirations and the consequences of decisions in a practical and accessible way. Each programme is delivered through two workshops over two weeks, working alongside another member of staff at partner and community venues.

You will also help us build a lively programme of groups in Blackburn, Accrington and Burnley, shaped by what local people tell us matters to them. Topics may include confidence, wellbeing, life skills, communication, employability, creativity and other areas of interest that reduce isolation and help people connect, learn and move forward.

**What you could be doing**

- Delivering approximately two Money Matters cohorts each week across Lancashire.
- Facilitating around five additional two-hour groups each week during term time.
- Adapting activities so they work well for different ages, learning needs and levels of confidence.
- Creating session plans, schemes of work, resources and engaging activities.
- Working with community organisations, colleges, services and local partners to arrange and promote groups.
- Listening to participants and using lived-experience feedback to shape new topics and offers.
- Networking and marketing the programme during periods when groups are not running.
- Recording attendance, feedback, outcomes and learning accurately on our systems.

**Additional Employment Requirements**

- Appropriate DBS check as confirmed by HR for the final duties and participant groups.
- Ability to work flexibly across community venues, partner organisations and Lancashire Women locations.
- Completion of mandatory safeguarding, GDPR, trauma-informed practice and role-specific training.
- Willingness to deliver occasional agreed evening or weekend sessions or events where required.
- Work within approved session content, safeguarding procedures, lone-working arrangements and organisational policies.

**Indicative Working Pattern**

- Approximately two Money Matters cohorts per week. Each cohort consists of two workshops delivered over two weeks.
- Approximately five additional two-hour community learning or social inclusion groups per week during term time.
- Protected time equivalent to around one working day for administration, session preparation, lesson plans, schemes of work, resource development, CRM recording, evaluation and follow-up.
- In non-delivery periods, time will be used for programme development, networking, marketing, partner engagement, participant consultation and gathering lived-experience feedback about emerging needs.

**We would like to hear from you if you**

- Have experience delivering workshops, groups, training or community activities.
- Can make learning enjoyable, practical and inclusive for people of different ages and backgrounds.
- Are creative and confident developing new sessions and responding to local interests.
- Can build warm, professional relationships with participants and partner organisations.
- Are organised and able to balance delivery, travel, preparation, administration and follow-up.
- Understand trauma-informed, respectful and non-judgemental practice.
- Are willing and able to travel across Lancashire and work from different venues.

# Person Specification

In the supporting evidence of your application form, you must demonstrate your experiences by giving specific examples for the criteria within the person specification.

| | | |
|---|---|---|
| **Qualifications** | | |
| 1.1 | Relevant qualification in teaching, training, youth work, community development, financial capability or a related area, or equivalent demonstrable experience. | Desirable |
| **Facilitation Experience** | | |
| 2.1 | Experience delivering engaging workshops, group activities, training or community learning. | Essential |
| 2.2 | Ability to confidently facilitate groups for people of different ages, backgrounds, abilities and confidence levels. | Essential |
| **Learning Design** | | |
| 2.4 | Ability to develop and adapt lesson plans, schemes of work, activities and accessible learning resources | Essential |
| **Financial Capability** | | |
| 3.1 | Confidence to learn and deliver structured Money Matters content covering financial choices, budgeting, household costs, aspirations and consequences. | Essential |
| 3.2 | Previous experience delivering money management, financial capability or life-skills learning. | Desirable |
| **Community Learning** | | |
| 4 | Experience delivering social inclusion, confidence, wellbeing, employability, communication, life skills, creative or personal-development groups. | Essential |
| **Engagement** | | |
| 5 | Ability to create a welcoming, safe and inclusive environment and engage people who may feel isolated, lack confidence or face barriers to participation. | Essential |
| **Age Range** | | |
| 6 | Ability to adapt language, pace and activities for different age groups, including young people and adults. | Essential |
| **Trauma - Informed Practice** | | |
| 7 | Understanding of trauma-informed, strengths-based and person-centred practice, including appropriate professional boundaries. | Essential |
| **Co - Production** | | |
| 8 | Ability to listen to lived experience, gather feedback and involve participants in shaping relevant group offers. | Essential |
| **Partnership Working** | | |
| 9 | Ability to build productive relationships with community organisations, education providers, local services and other partners. | Essential |
| **Development & Promotion** | | |
| 10 | Confidence contributing to networking, outreach, marketing and promotion to build participation and develop new group opportunities | Essential |
| **Monitoring & Evaluation** | | |
| 11 | Ability to collect attendance, feedback, outcomes and case-study information and maintain accurate, timely records. | Essential |

| | | |
|---|---|---|
| **Digital Skills** | | |
| I2 | Competent using Microsoft 365, CRM or similar digital systems, or able to learn new systems quickly. | Essential |
| **Organisation** | | |
| I3 | Ability to manage a varied timetable, travel, preparation, delivery, follow-up and competing priorities with limited day-to-day supervision. | Essential |
| **Safeguarding** | | |
| I4 | Understanding of safeguarding, confidentiality, GDPR, equality, diversity and inclusion responsibilities. | Essential |
| **Mobility** | | |
| I5 | Willingness and ability to travel across Lancashire and work from different community and partner venues. | Desirable |
| I6 | Full UK driving licence and access to a vehicle insured for business use, or a realistic plan to meet the travel requirements agreed with HR. | Essential |
| **Personal Attributes** | | |
| I7 | Creative, warm, reliable, organised, encouraging, adaptable and comfortable trying new group ideas. | Essential |
| **Values** | | |
| I8 | Commitment to Lancashire Women's values and respectful, non-judgemental and inclusive practice. | Essential |

## Ever Thought About Working For Lancashire Women?

**Why this role is different?**
This is not a desk-based role and it is not limited to delivering a fixed course. You will have the chance to bring ideas to life, hear directly from communities, build relationships and help Lancashire Women develop groups that people genuinely want and need. You will have structured delivery responsibilities, alongside protected time to plan, create, evaluate and develop future offers.

**Come and talk to our team!**
Not sure whether your experience is the right match? Come to one of our Recruitment Mornings to meet the team, hear how Money Matters and the wider community programme work in practice, ask about the working pattern and find out whether this could be the right role for you.

### Come and talk to our team at our Recruitment Morning!

Friday 13th November - 9AM - 12.30PM, Blackpool

This job description is not intended to be exhaustive. The post-holder will be expected to adopt a flexible attitude to the duties which may have to be varied (after discussion with the post holder) subject to the needs of the service, and in keeping with the general profile of the post. Exempt under the Equality Act 2010, Schedule 9, and Part 1. Section 7(2) e of the Sex Discrimination Act 1975. This role is open to female candidates only.

# A few days in the life

No two days are ever the same for a Group Facilitator. The role combines group delivery, preparation, participant support, partnership working, accurate recording and continuous development of courses and resources.

**Day 1: Centre-Based Group Delivery**
A full delivery day for Confidence Group and Thrive Wellbeing.

**9.00am - Emails and preparation**
Catch up on emails, respond to enquiries and check for any updates that may affect the day's sessions.

**9.15am - Centre huddle**
Attend the centre huddle, share relevant updates and identify any information the wider team needs to know.

**9:30am - Set up the first group**
Prepare the room and check that lesson plans, worksheets, flipchart paper and other resources are ready for Confidence Group and Thrive Wellbeing.

**10:00am-12:00pm - Morning group delivery**
Welcome participants, deliver the planned session and provide a supportive and inclusive environment where people can take part at their own pace.

**12:00pm-12:15pm - Clear the room**
Put away worksheets, flipchart paper and other resources, leaving the room ready for its next use.

**12:15pm - Lunch**
Take a lunch break before preparing for the afternoon session.

**12:45pm - Afternoon group set-up**
Return to the room, arrange materials and ensure everything is ready for the second group.

**1:00pm-3:00pm - Afternoon group delivery**
Deliver the second session, support participation and respond to individual needs that arise during the group.

**3:00pm-3:15pm - Pack away resources**
Clear the room and safely store all lesson plans, completed work and group resources.

**3:15pm-4:15pm - Attendance and CRM recording**
Update attendance and add relevant, factual notes for participants on the CRM system. Record any follow-up actions or concerns requiring further support.

**4:15pm-5:00pm - Review and preparation**
Review any changes, learning or updates needed for the following week's sessions and make adjustments to lesson plans or resources.

**Day 2: Planning and External Delivery**
A mixed day involving course development, travel and delivery of Money Matters at an external venue.

**9:00am-11:30am - Programme planning and updates**
Work on course updates and marketing requests, and plan upcoming groups with the Centre Lead. Check lesson plans, resources, referral routes and delivery arrangements.

**11:30am-12:00pm - Lunch**
Take an earlier lunch before travelling to the external venue.

## Employee benefits include:

- A chance to work in a rewarding, ethical and agile environment where every day you are making a genuine difference to the lives of women and girls across Lancashire.
- Employer Pension Scheme.
- Wellbeing support.
- Access to range of support services such as money advice etc.
- Flexible working/work life balance.
- Access to a healthcare plan.
- Birthday day off every year.
- Childcare vouchers/ salary sacrifice.
- An opportunity to work in an Organisation where you are truly valued and integral to our every day operations.
- Be involved in an organisation which puts service users and co design at the centre of all we do.

## What our team think:

- *'I began to volunteer and immediately felt at home. I changed my study plans and applied for the role.'*
- *'I joined as a volunteer which opened the opportunity for a paid role. I wanted to be part of the support LW offers to make the difference in society, and have not looked back. LW offers great flexibility and home work life balance.'*
- *'I had heard about LW so many times and not once was there a negative comment. This prompted me to see what they were about and i must say i am not disappointed.'*
- *'Team work is the core. We are supportive of each other, pro-active and work well together'*

# Apply now!

https://lancashirewomen.org/about-us/careers

**To apply, please complete our application form -**

**Recruitment – Application Form.**

**Got a question about this role?**

**Please email us at: recruitment@lancashirewomen.org**

**Closing Date: 20/11/2026**

**Interview Date: TBC**

**Exempt under the Equality Act 2010, Schedule 9, and Part 1. Section 7(2) e of the Sex Discrimination Act 1975. This role is open to female candidates only.**

**Help make a difference to the lives of women across Lancashire.**