



FAN – Friends and Neighbours

Volunteer Role Description: FAN Group Facilitator

What is a FAN Group Facilitator?

You will facilitate a weekly FAN (Friends and Neighbours) Group, either face-to-face or online, according to FAN principles, encouraging all participants to take part and feel welcomed.

What's in it for you:

- Use your skills and experience to encourage others to feel more welcomed and more connected
- Join a friendly organisation that is helping to make the world a more friendly place
- Meet new people

What's involved:

- check the venue is safe and everything needed to run the meeting is in place
- provide a warm welcome for all and ensure everyone is able to speak in turn and does not talk for more than their fair share
- ensure the meeting begins and ends in good time
- ensure that the venue is left in good order
- share relevant FAN information with the group
- enable participants to receive follow up messages about FAN if they wish to
- be a point of communication between the group and the FAN Charity
- keep FAN up to date with when your group is running and when taking a break
- provide simple data about the group to the FAN Charity
- take part in Facilitator Get Togethers from time to time

Who is the role suitable for:

- A friendly person who wants to connect with their local community
- Someone who is interested in other people and who is happy to develop non-judgemental relationships with other people
- Someone who is kind and welcoming

- Someone who is reliable

Expectations

As a FAN Group Facilitator, you would usually commit between 1.5-2 hours every week that the group meets. Groups do not necessarily meet 52 weeks a year! You need to have attended at least one FAN meeting and successfully complete a short training course including safeguarding awareness training and practice sessions with an experienced Facilitator before starting this role.

Training and Support

Following induction training, Facilitators are invited to participate in twice yearly Volunteer Get-Togethers, have regular support from FAN staff or other volunteers as appropriate and will be invited to other events and training as they arise.

Resources:

You will be provided with everything that you need to run a FAN Group (map, open and close, information about FAN).

Expenses

Volunteers will be reimbursed for pre-agreed out-of-pocket travel expenses related to the delivery of FAN Groups.

The Five do's of volunteering with The FAN Charity

- Do let us know if you need support to carry out your volunteering role
- Do let us know if you have any access requirements
- Do ensure you are clear on the expectations of your role
- Do keep in touch with your named FAN contact
- Do ensure you have a safe volunteering environment. Make sure you tell your named FAN contact if there are any issues, or you have concerns