



**SURVIVORS OF
BEREAVEMENT
BY SUICIDE**

GROUP FACILITATOR APPLICATION PACK



**SURVIVORS OF
BEREAVEMENT
BY SUICIDE**

National Office
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Albert Street
Ilkeston
Derbyshire
DE7 5GU
Tel 0115 9441117

volunteering@uksobs.org

www.uksobs.org

National Helpline 0300 111 5065

Dear,

Application to become a Group Facilitator

Thank you for expressing an interest in becoming a Group Facilitator of Survivors of Bereavement by Suicide. I enclose an application pack, which explains the procedures involved and the forms which we require you to complete.

Please could you read the documents in the induction pack, then complete the forms and return them to me at the National Office.

If you decide you no longer wish to be considered as a Group Facilitator, please could you let me know.

If there is anything else you wish to discuss, please do not hesitate to contact me.

Yours sincerely,

Eric Thwaites
Chief Officer/Company Secretary
Enc.

GROUP FACILITATOR APPLICATION PROCEDURE

We stipulate that Group Facilitators are bereaved through suicide for a minimum of *2 years, therefore, having the understanding of the type of support the client requires. However, there may be a need for a group volunteer/fundraiser who does not necessarily have to be bereaved by suicide and can help in the background, but please note they **cannot** facilitate a group.

We do not offer any form of counselling, just listening and offering support through your own experiences.

We do not offer support to those who are under the age of 18.

Group Facilitators

To be a Group Facilitator and to start a group requires commitment and dedication in the interests of the individual and also the clients who attend the meeting.

Each group must have a committee of 3 who organise and lead the group activities. In addition to the monthly meetings these might include additional events such as walks, meals and fund-raising activities to cover costs.

All groups need to actively raise funds either by applying to local businesses or running events to raise awareness as well as funds to run the group. Each group will be issued with a company credit card which is only to be used for purchases that are needed to help the group operate.

From the beginning, plan for sustainability and ensure you build a strong committee, so that in the event of an individual having to give up the others will be able to continue.

All groups are required to follow the guidance set out in the Volunteer operating manual, which is specified by the charity's Articles and Memorandum. The Volunteer operating manual will be given to each Volunteer on the training day.

All Volunteers for the groups will be required to attend the training day. The group **cannot** open until all 3 have attended training. The training event is held in Derby on a Saturday from 9.30 to 4pm, we will organise accommodation and reimburse out of pocket expenses if required.

We currently have (57) groups across the U.K. It is realistic to estimate that it will take six months or more to open your group; it is important not to try to rush the process.

We request that each volunteer completes an application form in line with our policies and procedures, this is of utmost importance as the Charity and Board of Trustees need to know who is volunteering for the organisation.

Once the application is received back at the office your request will then be emailed to the Board of Trustees and you will then be contacted by letter informing you of their decision.

*(02/21)

GROUP FACILITATOR RESPONSIBILITIES AND PERSON SPECIFICATION

The role of a Group Facilitator is to organise meetings, room hire, fundraise and produce annual end of year accounts.

Statutory Responsibilities

The statutory responsibilities of a Group Facilitator are to:

- Ensure Survivors of Bereavement by Suicide complies with our Memorandum and Articles of Association, Charity Commission, Company Law and any other relevant legislation or regulations
- Ensure Survivors of Bereavement by Suicide pursues our objects as defined in our Memorandum and Articles of Association
- Ensure Survivors of Bereavement by Suicide uses our resources exclusively in pursuance of our objectives
- Ensure Survivors of Bereavement by Suicide does not spend money on activities which are not included in our objectives, no matter how worthwhile or charitable the activities
- Safeguard the good name and values of Survivors of Bereavement by Suicide
- Ensure the effective and efficient administration of Survivors of Bereavement by Suicide

Other Responsibilities

In addition to the statutory responsibilities, a Group Facilitator should:

- Ensure that the venue for the meeting is suitable
- Chose a regular date
- Ensure confidentiality policy is adhered to
- Ensure health and safety policy is adhered to at all times
- Raise funds to support the group and wherever possible help to raise funds for the National office

Person Specification

To be a Group Facilitator and start a group requires **commitment** and **dedication** in the interests of the individual and also the clients who attend the meeting.

All Group Facilitators should have the following key attributes and qualities:

- Bereaved by suicide *2 years or more
- Commitment to the organisation
- Good inter-personal skills in order to lead a group, encourage and sustain discussion
- Open and accepting to people of other cultures, beliefs and sexual orientation
- Confident in handling people in distress
- Caring and supportive
- Good, independent judgement
- Ability to work effectively as a member of a team
- Willing to undergo training to develop skills

*(03/19)

Information for Starting a Group

With the Support of the National Office or Regional Mentor

Since our charity became regulated it is a requirement that any new group setting up must adhere to the operating manual and the memorandum of association for Survivors of Bereavement by Suicide, which will be distributed once training is completed. Any further support needed will be given by the national office or if an area mentor from another group is operating locally to yourself.

It is a good idea to get the backing of your local GP if possible so he/she will spread the word to colleagues around the area and if you are fortunate, may like to be involved themselves.

Accept it will take at least up to 6 months to get your group up and running

Each Volunteer must complete an application form. Each Volunteer must attend training, please note the group cannot start without all 3 attending training.

Premises

Premises must be chosen with care. Always be ready before survivors arrive, clean, warm and welcoming. Some libraries or village halls offer rooms; local clinics or doctors' waiting rooms are also good venues. Must not have public access to rooms being used i.e., if room above a pub or in a hotel. Consider access for all – car parking (well lit), disabled, close to public transport. Try to find a venue that will be permanently available. If rent is charged, it must be reasonable, as this will have to be paid for by the group from any funds raised. Facilities for refreshments and toilets must be available and suitable. A good place to start is your local CVS.

Date Group Meeting Held

Choose a permanent date each month convenient for all volunteers – for instance 2nd Monday of each month. Try to avoid 1st Mondays, as this causes problems with Bank Holidays. This day must be adhered to whatever happens. One of the group facilitators must always be able to attend the group on the day selected. People want to know that the group will meet regularly and always on the dates given. Suggest the time of the group be between the hours of 6:00 pm and 10:00 pm (decide between yourselves) and normally last for 2 hours – this time is usually convenient for most people. Saturdays and Sundays are possible but pros and cons have to be discussed with all volunteers involved. Please also be mindful of other groups meeting at the same day and time as we need to prevent groups overlapping.

The National Office can help you, if necessary, to prepare posters to put in key locations, see below:

Libraries	Coroner's Office
Police Stations	Clinics (including mental health units)
Hospitals A & E Dept.	Leisure Centers
Doctors Surgeries	Church Halls
Funeral Directors	

Survivors of Bereavement by Suicide (lilac coloured) leaflet is to be sent out with the poster explaining the aims of Survivors of Bereavement by Suicide and giving contact telephone numbers. Mail out the leaflets and posters at least 6 weeks before the startup date to the list above.

Your group name (supplied by National Office) and mobile telephone (supplied by National Office) email address (supplied by National Office) contact details will be added to our website and also listed on the national leaflet compiled by National Office as mentioned above.

Make appointments to visit personally your local Radio/TV station and, if you can get their support, the local newspaper. Explain the aims as a public service and ask them for their support by giving you access to free publicity through them. You will know which of your local papers has a strong 'community feel'.

When dealing with the local press you may find they want a 'survivor's story' to gain public interest. If you are unable to expose yourself to this (and not everyone can) you may find a person within your supporters who will be able to tell their story. Please note that it can be a traumatic event and the person will need support on the day and afterwards. In the past one local radio station had 3 members of the new local group on the programme to question them about starting up the group and it worked very well, so if you feel at all apprehensive you might like to suggest this. There is safety in numbers!



VOLUNTEER APPLICATION

(Please complete if possible in word processing format or in block capital letters using black ink)

Personal Details

Name:			
Contact Address:			
Postcode:			
Home Telephone Number:		Mobile:	
Email:		Date of Birth:	

References (should not be family members) Please note due to General Data Protection Regulations all Referees need to be aware and give consent to sharing their information to process your application
 Work Referee (paid or unpaid work)

Name:			
Address:			
Postcode:			
Telephone Number:		Mobile:	
Email			

Character Referee

Name:			
Address:			
Postcode:			
Telephone Number:			
Email:			

Employment History (paid or unpaid) or attach C V

Employer's Name:			
Address:			
Postcode:			
Employment Start Date:		Employment Finish Date:	
Responsibilities and Duties:			

Work experience or involvement with the voluntary sector especially any experience in groups

Special skills, knowledge or expertise, which you are prepared to use for the benefit of Survivors of Bereavement by Suicide

Short biography (maximum 200 words)

Survivors of Bereavement by Suicide are committed to protecting your privacy and any personal data you share with us. We aim to be clear when we collect your data and not store or share without your consent.

Could you please state the main reason for applying to become a Group Facilitator for Survivors of Bereavement by Suicide?

Are you attending a Group at present?	
Have you attended a Group within the last 3 months, if so which Group?	
Please state which Group you wish to be a Facilitator for:	
Please state which area of the U.K. you wish to set up as new Group (if applicable):	
Do you have 2 other Volunteers to help run the group, if so please advise who?	
How many years bereaved by suicide:	

Any information that you have given is confidential and by signing this volunteer application form you are giving consent to retain your data which we store for the purpose of Volunteering for Survivors of Bereavement by Suicide. The information you provide will be kept so that we may contact you to share information and follow the formal volunteer application process. If you should leave as a Volunteer the information you have provided will be retained for two years after date of leaving or three months if unsuccessful.

If you agree to your information being retained in this way, please tick the box

Signature:	
Date:	