

**Yorkshire and Humberside Asbestos Victims Support Group (SARAG)**

Unit 20, Moorgate Crofts Business Centre, South Grove, Rotherham S60 2DH | Registered Charity 1080365 | 01709 360 672 / enquiries@saragasbestossupport.org / [www.saragasbestossupport.org](http://www.saragasbestossupport.org)

**About Our Charity**

*Our charity provides comprehensive support to those affected by asbestos related conditions across Yorkshire, Humberside and North Nottinghamshire. Since 1999, our benefits service has raised £36.8million for over 4,000 people. Since the introduction of our support groups in 2021, over 2,000 people have attended monthly events across the region, and we now provide a separate bereavement support service through 1:1 and groups settings.*

*To request an application pack, please contact Ying on* *Ying@saragasbestossupport.org* */ 01709 360 672*

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**Job Description**

**Position:**  Activity and Support Worker

**Salary:** £16.52 (£24,053.12 per annum)

**Location**: Home Working with Travel across Yorkshire and Humberside (Facilitating 5 Support Groups per Month - 1 per location: (York/Sheffield/Doncaster/Hull/Bradford)

**Contract:** Permanent Contract (Subject to 3 month’s probation)

**Start Date:** Monday 28th April

**Hours of work:**  28 hours per week – Over 4 working days including Monday and Tuesday (other working days to be agreed)

**Holidays:** 25 days plus bank holidays (Pro Rata)

**Responsible to:** Head of Service and Charity Development

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**Job Purpose**

The primary aim of this role is to facilitate five monthly peer-to-peer support groups across Yorkshire and Humberside, coordinating speakers such as solicitors and other professionals, liaising with service users to ensure attendance, and arranging catering. The role requires regular travel across the region, necessitating a full UK driving license and access to a vehicle. The postholder will support the implementation of Yorkshire and Humberside Asbestos Support Group’s strategic plan, ensuring that service users receive timely support, fostering social connections, reducing isolation, and empowering service users and their families with psychosocial support and access to relevant information.

**Overall Aims of the Post**

1. The main aim of this role is to facilitate 5 monthly in-person peer-to-peer support groups and facilitate and attend 2 monthly Online Social Group. You will arrange speakers such as solicitors and other professionals. You will liaise with service users to ensure attendance, book venues, contact caterers, liaise with venues to arrange for room layout, and any IT/Tech support required for presentations or speakers. You will also be required to monitor invoices for support groups.
2. Work closely with the Head of Service and Charity Development to support the implementation of SARAG’s strategic plan and maintain a range of services and support for individuals and families affected by exposure to asbestos.
3. To facilitate the support groups, you will be required to travel across the region. A Full Uk Driving License and access to your own vehicle is essential.
4. Ensure service users receive the most appropriate service when and where they need it.
5. Work closely with the Head of Service and Charity Development to provide effective and efficient support with a focus on integrated services, friendship, face-to-face and telephone support to enable increased social connections and reduced isolation for individuals and families affected by asbestos.
6. Empower service users and their families to make informed choices about their health, ensuring service users have access to psychosocial support and information about other support available

**Strategy & Development**

A) To provide sensitive, appropriate and timely support, advice and advocacy to service users and the families of people with asbestos-related diseases across Yorkshire, Humberside and North Nottinghamshire.

b) To provide 1:1 support and be a ‘listening ear’ when service users just want someone to talk to and to deal with enquiries effectively and sensitively.

c) To act on behalf of service users, where necessary, for them to access the appropriate services and support.

f) To provide a friendly and efficient service when dealing with service users at all times.

g) To ensure service users are made to feel welcome when using our services, either at the support groups or out in the community.

i) To promote Yorkshire and Humberside Asbestos Support Group services, to increase our profile across the region.

j) Ensure all service user records are up to date by recording daily activity, appointments and referrals using a service user database.

k) Engage with, make contact and maintain working relationships with Health Professionals, voluntary and statutory sector services.

l) Attend staff meetings to share information about local support services and appropriate referral routes.

m) Work individually, and as part of a team, to ensure the efficient and professional running of services.

n) To monitor and evaluate the quality of the service provided through outcome evaluations and feedback from both service users and professionals.

**Other Duties and Responsibilities**

a) Abide by health and safety guidelines and share responsibility for own safety and that of colleagues.

b) Understand and uphold the aims, principles and policies of Yorkshire and Humberside Asbestos Support Group.

c) Ability to work from home as and when required and have a secure confidential area/space that you can work from.

**Working Arrangements**

a) Home Working with travel throughout Yorkshire and Humberside and occasionally the UK.