



Improving the lives of mothers and families affected by
pre and postnatal depression and anxiety

Job pack

Groupwork Practitioner

Part-time: 20 hours per week

Fixed term contract for 12 months

Salary: £13,526.93 per annum pro rata (20 hours per week) /
£25,363 full-time equivalent (37.5 hours per week)



Are you passionate about supporting mums, dads, partners and young parents who are experiencing perinatal mental health difficulties during pregnancy and the early years of parenthood?

Do you have a passion for delivering supportive, engaging and effective groupwork programmes that help parents develop the skills and confidence to improve their mental health and wellbeing?

If so, we'd love to hear from you.

Working in alignment with Acacia's mission, vision and values, the Groupwork Practitioner will play a vital role in delivering compassionate, effective and well-co-ordinated support, while contributing to the wider operational success of the organisation.

Acacia Family Support is seeking an empathetic and motivated **Groupwork Practitioner** to deliver, develop and help shape an exciting CBT-based (cognitive behavioural therapy) groupwork programme.

Hours: Part-time - 20 hours per week.

Salary: £13,526.93 per annum pro rata (20 hours per week) / £25,363 full-time equivalent (37.5 hours per week).

Contract: Fixed term for 12 months initially, subject to funding.

Location: Hybrid – this community-based role requires regular travel across Birmingham to facilitate groups, currently including Wednesdays in Northfield and Thursdays in Walmley, Sutton Coldfield. There will also be occasional attendance at Acacia's Sutton Coldfield head office for meetings. Some occasional evening and weekend work may be required to meet service needs.

Reports to: Senior Operations Manager.

We are a supportive employer, offering a generous work-life balance and benefits package, including:

- Flexible and family friendly working patterns
- 36 days annual leave, including bank/public holidays (pro rata for part-time roles)
- Opportunity for unpaid leave
- Up to 5% matched pension contribution
- Occupational Sick pay above statutory limits
- Occupational Maternity, Paternity, Adoption and Neonatal pay above statutory limits
- Free confidential counselling for matters related and unrelated to the job
- Induction, training and ongoing support (including one-to-one supervision sessions)
- Staff appreciation/well-being events, meetings with bring-and-share lunches, and annual collaborative strategy days

This is a rolling recruitment process. Applications will be reviewed as they are received, and the advert may close once a suitable candidate is appointed.

About Acacia Family Support

Acacia Family Support is an award-winning, Birmingham-based Christian charity providing a range of services for mothers and families affected by perinatal mental health challenges.

Acacia's mission is to:

"Improve the lives of mothers and families affected by pre and postnatal depression (PND)"

For over 20 years, Acacia has supported families across Birmingham, including 16 years of delivering CBT-based groupwork through its centres. This role will help sustain existing provision and support the development of a culturally inclusive and responsive programme for mums, dads, partners and young parents.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The postholder will need to be flexible in developing the role in conjunction with the line manager and may be asked to carry out other delegated duties or tasks that are in line with the general character of the duties or responsibilities of this role.

Role Purpose

You will develop and sustain high standards of volunteer-led groupwork, building trusting relationships with clients, and working collaboratively with Senior Operations Managers, practitioners and volunteers to deliver compassionate, equitable and inclusive frontline support.

You will also contribute to the design, development and delivery of Acacia's groupwork programme, helping to establish a high-quality, culturally responsive offer that strengthens the organisation's wider impact.

Primary Duties and Responsibilities

- Maintain and develop current groupwork provision across Acacia's centres.
- Work with Senior Operations Managers, practitioners, volunteers and people with lived experience to ensure the programme remains relevant, inclusive and responsive.
- Shape and embed a high-quality, culturally inclusive groupwork programme drawing on Acacia's expertise in perinatal mental health.
- Lead on the development of content and resources covering key themes such as emotional wellbeing, baby attachment, relationships, family support and recovery.
- Working with the Volunteer Manager, co-ordinate, train, guide and support volunteers to deliver the programme in a variety of community settings.
- Assist in building a supportive volunteer culture that reflects Acacia's values of compassion, kindness, inclusion and respect.
- Manage workflow effectively to ensure timely responses and consistent service provision.

- Support Acacia's long-term ambition to share, license or sell the programme to other perinatal mental health charities across the UK, creating opportunities for financial sustainability, reputation growth and future income generation.
- Contribute to the evaluation, learning and continuous improvement so the programme can evidence impact and develop sustainably.
- Maintain accurate programme documentation, resources, records and delivery guidance to support quality assurance and future scalability.
- To occasionally attend events to promote Acacia's services e.g. at Family Hubs.

Knowledge and experience

- Lived experience of parenthood and/or perinatal or other mental health challenges is desirable.
- Understanding of the needs and concerns of parents experiencing perinatal mental health difficulties.
- Ability to prepare materials and deliver training or workshops to adults who are experiencing vulnerability.
- Experience of working and/or volunteering in healthcare, social care, mental health, community or voluntary-sector settings.
- Ability to work with clients in a trauma-informed and person-centred way.
- Understanding of the impact of stigma and discrimination.

Skills

- Strong organisational and time-management skills, with the ability to prioritise competing demands.
- Ability to facilitate the dynamics of groups and to facilitate group activities.
- Excellent written, verbal and interpersonal communication skills.
- Ability to prepare and present psycho-educational materials, including Acacia's current Living Life to the Full training materials.
- Ability to handle sensitive information professionally and maintain accurate and up-to-date records including on the electronic client database.
- Good IT skills, including Microsoft 365.
- Ability to build positive relationships with service users, professionals and partner organisations.
- Commitment to self-reflection, developing, applying and sharing knowledge to improve practice.
- Ability to provide follow-on individual support where appropriate and refer clients to Acacia's wider services.
- Ability to collect and interpret health and wellbeing information using Acacia's wellbeing assessment scales, including PHQ-9 and GAD-7 (training provided).
- Ability to follow Acacia's clinical risk guidelines and ensure all groupwork activity complies with relevant procedures.

Personal Attributes

- Compassionate, patient, and empathetic.

- Reliable, proactive, and solution focused.
- Able to remain calm under pressure, adaptable and flexible.
- Collaborative team player with a positive and supportive attitude.
- Commitment to equality, diversity, equity and inclusion.

Additional Information

Emotional Impact

Acacia welcomes applications from individuals with lived experience, including former service users, where they meet the requirements of the role.

As a general guideline, a 6-month period following the end of support for mental health problems may be considered appropriate before undertaking a role, particularly where the role involves direct contact with service users. This allows time to establish appropriate professional boundaries, and to ensure your mental health has stabilised, ensuring readiness for the role. This also limits the possibility of the work triggering further symptoms and/or relapse.

All applicants are assessed through Acacia's recruitment process, considering the nature of the role, professional boundaries, safeguarding, confidentiality, and any potential conflicts of interest.

Applicants should carefully consider the emotional demands of the role. The work may involve supporting people experiencing significant distress and may at times be challenging, particularly for those with their own lived experience.

Safeguarding

The postholder has a duty of care to promote the welfare of children and vulnerable adults. This involves being vigilant for signs of abuse or harm, strictly following the organisation's safeguarding policies, and immediately reporting any concerns to the appropriate designated lead to ensure a safe, supportive environment.

Disclosure and Barring Services

The post will be subject to a DBS Disclosure check at the point of recruitment and thereafter as per Acacia policy.

Training/Induction

The postholder will be required to complete all Acacia core training including Acacia Way, confidentiality/data protection, safeguarding etc. The postholder will also be required to attend face to face staff meetings at Acacia's head office based in Sutton Coldfield.

Other duties

As the role develops, the postholder may be required to undertake additional duties that are consistent with the purpose, character and level of responsibility of the post, including those arising from changes in funding or service specification.

Person Specification for Role Recruitment

This person specification sets out the abilities and qualities that will be used when selecting for this post. When completing your application form, please provide examples of your experience in the main responsibilities in the job description and the points set out below. Alongside your job description, you would also need to be self-motivated, flexible within the requirements of the job and a strong team player.

Knowledge & Qualifications	Desirable	Essential
Teaching and delivering training.	X	
Qualification in PGCE.	X	
Some knowledge of the long-term impact of perinatal mental health issues (in particular pre and postnatal depression/anxiety).		X
Personal experience of mental health challenges and recovery, preferably relating to perinatal mental health.	X	
Experience of being a parent.	X	
Understanding and experience of developing or supporting groups, activities or services.		X
Skills & Experience		
Experience of working in a mental health or support service context.	X	
Able to draw on experience in a supportive and positive manner to help others in similar circumstances.		X
Skills in session planning. Ability to write and deliver training sessions.	X	
Experience of developing, facilitating or supporting new groups, activities or services.		X
Able to record and maintain up to date paper and electronic records.		X
Excellent written, verbal and interpersonal communication skills.		X
Good IT skills, including Microsoft 365 and willingness to use relevant systems.		X
Experience of using case management systems.	X	
Ability to work in a culturally sensitive and inclusive manner.		X
Strong organisational skills, including the ability to manage time and prioritise workload.		X
Ability to recognise concerns relating to risk, safeguarding and wellbeing and escalate appropriately.		X
Personal qualities		
An understanding of and commitment to Acacia's ethos and values.		X
Compassionate, empathetic and non-judgemental approach.		X
Able to adapt creative and inclusive approaches to engaging clients.		X
Able to find practical solutions while maintaining a person-centred approach.		X
Excellent inter-personal and relationship-building skills.		X
Able to work as part of a team.		X
Ability to work on own initiative, planning and prioritising workload.		X
Act with discretion and retain confidentiality.		X
Flexible, calm and adaptable when responding to changing needs.		X