

## MEET-UP FACILITATOR POSITION DESCRIPTION

Last Updated: 1 March 2020



Insight Endometriosis is a community-based Charitable Trust working collaboratively to empower people with endometriosis (suspected or diagnosed). While based in Hamilton we provide services throughout New Zealand, with a focus on:

- Improving access to quality evidence-based information
- Connecting those affected by endometriosis to relevant support
- Ensuring those affected by endometriosis are productive, feel valued in their workplaces, and nurtured to succeed in their places of study
- Building a strong, connected community network amplifying the voices of those affected by endometriosis
- Ensuring lived experiences of those affected by endometriosis informs policy development and health system change
- And other relevant support and assistance.

### VISION:

Lives not limited nor defined by endometriosis.

### OUR ASPIRATION FOR AOTEAROA NEW ZEALAND:

Those affected are empowered and supported at all levels, with equitable outcomes for all.

### OUR PURPOSE:

We empower with support and information, and through strong partnerships work towards equitable change.

**POSITION SUMMARY:** Meet-Up Facilitators hold a key role coordinating local support for people affected by endometriosis.

**TIME COMMITMENT:** Meet-Ups should be organized monthly from February to December at a time to fit in with personal commitments. Maintaining relationships between meet-ups is also important which can be by Facebook, emails, etc. Ideally able to attend at least two trainings a year held in Hamilton or on Zoom.

**LOCATION AND TIMING:** To suit facilitator.

**REPORTS TO:** Endo Meet-Up Team Leader

**KEY RELATIONSHIPS:** Endo Meet-Up Team Leader  
Participants

**OTHER RELATIONSHIPS:** Manager/Educator  
Community Connector  
Volunteer Development Manager

## EXPECTED OUTCOMES

- Participants feel supported and empowered
- Participants are kept informed about upcoming activities of both the support group and the Charity as a whole
- Friendly and positive relationships are maintained with participants, staff and fellow volunteers at all times
- Participants needing information are encouraged to contact the Educator.
- Endo Meet-Up Team Leader is kept up-to-date about the group.
- Opportunities for ongoing training and personal development are utilised.
- Records are kept current

## KEY TASKS

Areas	Measure	Time-Frames
Planning	<ul style="list-style-type: none"><li>• Advise Endo Meet-Up Team Leader of time, date and venue on a timely basis to promote.</li><li>• Book venue (usually a café but online options are also considered).</li></ul>	At least 3-4 weeks before the event
Maintain Contact	Make regular contact with participants to advise of get-togethers, maintain contact details, etc	1 week prior 1 hour a month
Meetings	<ul style="list-style-type: none"><li>• Attend get-togethers, arriving early and ensure sign is visible.</li><li>• Make sure all attendees are aware of Ground Rules, especially for confidentiality.</li><li>• Ensure everyone feels welcome and introductions are done.</li><li>• Facilitate conversations to ensure all are comfortable, engaged and involved; the monthly topic may help to keep people focused.</li><li>• Have the Endo Meet-Up Guidebook and Information Guides on hand to refer to.</li></ul>	2-3 hours a month
Reporting	Report back to Endo Meet-Up Team Leader: <ul style="list-style-type: none"><li>• Attendances – participant names and updates to contact details</li><li>• Concerns</li><li>• Positive/Negative feedback</li><li>• Any required paperwork</li></ul>	Within week following meeting
Record Keeping	Maintain records of contact details and meeting participation	

Training	Comprehensive initial training. Ideally attend at least half the quarterly training sessions held in Hamilton	Quarterly held either early evening or Saturdays
Documentation	Be familiar with and guided by the Volunteer Guidebook	Ongoing
Health & Safety	Actively support and comply with policies and procedures	As required

## EXPERIENCE

- Ideally have attended Insight Endometriosis support group meeting or similar

## KNOWLEDGE, SKILLS AND PERSONAL QUALITIES

- Able to facilitate conversation and group cohesion
- Friendly and empathetic personality
- Good listening skills
- An ability to communicate with people from different backgrounds
- Open-minded and non-judgmental
- The ability to ensure and maintain confidentiality
- Good time management skills
- Good record-keeping skills
- Computer literate, ideally with access to Facebook.
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Visit: [www.insightendometriosis.org.nz](http://www.insightendometriosis.org.nz)

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# ORGANISATION CHART

27 March 2023

