



**VOLUNTEER OPPORTUNITY**

**Kidney Café – Support Group Facilitator**

Do you want to support kidney patients and their families? Do you want to be part of a large team of volunteers, within a national charity? Do you want to make a difference in the lives of Welsh kidney patients and their families?

*“I draw on my personal experience of kidney disease to support others during their kidney journey; providing information, advice and emotional support to anyone affected by kidney disease” – Paul Popham Fund Volunteer*

Organisation	Paul Popham Fund, Renal Support Wales
<p>Organisation Overview</p>	<p>The Paul Popham Fund, Renal Support Wales aims to help renal patients in Wales lead a better quality of life. The charity provides various support services to improve the financial, physical and emotional wellbeing of all kidney patients and family members, and seeks to improve knowledge and awareness of kidney disease through education projects.</p> <p>Kidney Disease is a chronic illness resulting in the loss of kidney function. There is no cure for kidney disease, however treatments such as dialysis and kidney transplant can help ease symptoms and in some cases, ease progression of the disease. Kidney Disease is more common in older people, however, can affect people of all ages.</p> <p>Paul Popham was a kidney patient for over half his life. Throughout his kidney journey, Paul was on dialysis, as well as received two kidney transplants. Despite his ill health, he led a positive and active life, encouraging others to believe in themselves and enjoy their lives. It is with this ethos that the Paul Popham Fund was founded, with Paul’s inspirational attitude continuing to underpin the charity’s work.</p> <p>The Paul Popham Fund provides various services to support kidney patients and families:</p> <ul style="list-style-type: none"> <li>• Peer Support Service – emotional support, information and advice, provided by trained Peer Mentors.</li> <li>• Counselling Service – free, confidential counselling.</li> </ul>



	<ul style="list-style-type: none"> <li>• Careline - a telephone support service for patients and families.</li> <li>• Kidney Café support groups – support groups for patients and family members, with monthly meetings/sessions (virtual and face-to-face).</li> <li>• Online Kidney Café Community Groups – online platforms/forums for each associated Kidney Café.</li> <li>• Patient grants – welfare assistance for patients and families in financial hardship.</li> <li>• Hospital grants – funding for equipment and projects that benefit patients and NHS services.</li> <li>• Walk for Health group – a walking group to assist patients and families to improve/maintain their physical health.</li> <li>• Transplant Games – Support patients and donors to enter and compete in the Transplant Games.</li> <li>• Educational initiatives – educational Kidney Cafes, Q&amp;A sessions, informational leaflets and newsletters.</li> <li>• Wellbeing projects - family Christmas day out, activity weekends for children and youths</li> </ul> <p>The Paul Popham Fund also regularly collaborate with the Kidney Community in Wales on projects such as collaborative newsletters and patient conferences.</p> <p>The charity is also committed to supporting the Children’s Kidney Centre by raising £132k to commence refurbishment of the outpatient department. This project will provide a warm, welcoming environment for children and families, as they attend for their regular outpatient renal appointments, and will provide a more comfortable environment during what can be a highly anxious time.</p> <p>The charity raises funds through various activities such as organised sporting events, sponsorship, donations and grants &amp; trusts.</p>
Role Title	Kidney Café – Support Group Facilitator
Location of Position	Throughout Wales
Responsible to	Anna Powell, Volunteer Coordinator



<p>Purpose/Summary of Role</p>	<ul style="list-style-type: none"> <li>To support The Paul Popham Fund with the facilitation of Kidney Café sessions/meetings.</li> <li>Ensure the successful delivery of high-quality patient support and information within the Kidney Café meetings/sessions.</li> <li>To participate in Kidney Café Facilitation rotas – facilitating one Kidney Café each month for three months.</li> </ul>
<p>Description of Tasks</p>	<p>FACILITATOR DUTIES PRIOR TO THE SESSION/MEETING:</p> <ul style="list-style-type: none"> <li>Review and evaluate previous meetings with the Support Services Coordinator.</li> <li>Collaborate with Support Services Coordinator to organise a series of sessions throughout the year, agreeing themes and Guest Speakers.</li> <li>Support the Support Services Coordinator to promote Kidney Cafes and refer attendees to sessions/meetings.</li> </ul> <p>FACILITATOR DUTIES DURING THE MEETING:</p> <ul style="list-style-type: none"> <li>To arrive 30 minutes prior to the Support Group session/meeting time. (Virtual meetings -15 minutes)</li> <li>To prepare the room for the session/meeting (post COVID-19)</li> <li>To engage in pre-brief with co-facilitator.</li> <li>To meet and greet new and regular attendees, providing a warm and supporting environment.</li> <li>To check that new attendees are at the right session/meeting and to introduce them to the rest of the group.</li> <li>To ensure the session/meeting begins and ends punctually.</li> <li>To facilitate the session/meeting according to the training provided.</li> <li>Collect feedback from Kidney Café attendees, forwarding feedback on to Support Services Coordinator.</li> <li>To debrief with the other Co-facilitator following the session/meeting end.</li> <li>Collect all resources/materials following the session/meeting, ensuring venue room is left in an acceptable standard.</li> <li>To complete attendance monitoring statistics following the session/meeting, and report monitoring statistics to the Support</li> </ul>

	<p>Services Coordinator.</p> <ul style="list-style-type: none"> <li>• Ensure that sensitive information and patient/family contact information remain confidential, in accordance with the Charity's Confidentiality Policy.</li> <li>• Communicate regularly with the Support Services Coordinator, attend regular support sessions and report anything of concern.</li> <li>• Participate in regular, ongoing training to ensure that skills and knowledge are up to date.</li> <li>• Be familiar with and adhere to the charity's policies and procedures - designed to keep volunteers, patients, and families safe and happy. All training and guidance around safeguarding, confidentiality, role requirements and boundaries will be provided. We'll ask you to sign to confirm you understand them.</li> <li>• Represent the charity to the wider public.</li> <li>• To keep accurate records and receipts of expenses incurred in your role, submitting expenses claims in a timely manner.</li> </ul>
Expectations	<ul style="list-style-type: none"> <li>• Flexibility</li> <li>• Age requirement 18+</li> <li>• Training and induction required before starting your role.</li> <li>• IT skills required.</li> <li>• Desirable email and internet access for reporting</li> <li>• Participate in Kidney Café Facilitation rotas – facilitating one Kidney Café each month for three months.</li> <li>• Kidney Café Facilitation rotas are produced every 3 months. Volunteers are asked to communicate their availability for the 3 month period, prior to rotas being scheduled.</li> </ul>
Time Commitment	<ul style="list-style-type: none"> <li>• 1 ½ hours per month</li> <li>• Ideally for a minimum of 18 months</li> <li>• Attend 6 ongoing support meetings per year</li> <li>• Attend ongoing training as/when necessary</li> </ul>
Skills and Qualifications	<p>The sustainability of Kidney Cafe support groups depends on the commitment, personal qualities and enthusiasm of the people who volunteer as Facilitators. These personal qualities include:</p> <ul style="list-style-type: none"> <li>• Being a good listener.</li> </ul>



	<ul style="list-style-type: none"> <li>• Being able to show compassion and empathy.</li> <li>• Having patience, empathy, and a non-judgemental attitude</li> <li>• Having common sense.</li> <li>• Being reliable, consistent, and dependable.</li> <li>• Being able to present balanced viewpoints.</li> <li>• Having a willingness to learn.</li> <li>• Understanding the importance and limits of confidentiality.</li> <li>• Having good communication skills – oral and written.</li> <li>• Being respectful of others.</li> <li>• Having enthusiasm for supporting others and for the work of the Paul Popham Fund</li> <li>• Being a person of integrity.</li> <li>• An ability to work independently but also stay within the role’s boundaries – recognising what should and shouldn’t be done and when to seek advice or report concerns.</li> <li>• Enjoys meeting a diverse range of people and helping others</li> </ul> <p>Creating a space where people feel accepted and valued is one of the core tasks of the Paul Popham Fund Support Group Facilitator</p>
Training and Support	<ul style="list-style-type: none"> <li>• Full training is provided</li> <li>• Volunteers are introduced to the requirements of the role in terms of commitment and expectations.</li> <li>• Various characteristics of depression, anxiety and related mental health conditions are explained.</li> <li>• The skills of facilitating a support group are introduced and practised through role-play exercises in the training program.</li> <li>• Ongoing support is provided by the charity throughout.</li> </ul>
Reimbursement of Expenses	<p>Out of pocket expenses will be reimbursed:</p> <ul style="list-style-type: none"> <li>• Mileage costs at 45p per mile up to a maximum of 10 miles per trip</li> <li>• Public transport up to a maximum of £5 per day</li> <li>• Subsistence if provide over 4 hours of your time in one session and to the value of £3</li> </ul>
Benefits to Volunteer	<ul style="list-style-type: none"> <li>• An opportunity to volunteer in a charity that improves the lives of people with kidney disease and their families.</li> </ul>



	<ul style="list-style-type: none"> <li>• Be part of a growing network of volunteers making a real difference.</li> <li>• A chance to meet and work with new people.</li> <li>• The opportunity to develop new skills and interests.</li> <li>• Full support and a range of relevant ongoing training.</li> <li>• The opportunity to access other volunteering opportunities.</li> <li>• A reference for future volunteering or employment, after 6 months</li> <li>• Reimbursement of agreed expenses so we can make sure you're not out of pocket.</li> </ul>
Application Procedure	<ul style="list-style-type: none"> <li>• Complete a volunteer application form, together with a Supporting Statement/Reference.</li> <li>• Informal interview with Volunteer Coordinator.</li> <li>• Attend training and induction.</li> </ul>
Contact Information	<p>Anna Powell          0333 2001 285  <a href="mailto:anna@paulpophamfund.co.uk">anna@paulpophamfund.co.uk</a>          11 Tawe Business Village, Enterprise Park, Llansamlet, Swansea, SA7 9LA</p>