



Sisterhood Group Facilitator Role Description

Purpose of the Role

The Facilitator ensures that the Sisterhood Group runs smoothly, inclusively, and in line with the WI's values. They help create a welcoming space where all those attending feel comfortable participating, learning, and sharing their views.

This role could be undertaken by a small group of people, although it would be helpful to have a named contact to liaise with the NFWIs Pathfinder group.

The Facilitator will be accountable to the WI hosting the Sisterhood Group.

Key Responsibilities

1. Preparation

- Liaise with the organising committee of the WI or Federation hosting the Sisterhood Group to confirm aims, timings, activities and materials
- Prepare prompts, activities, or discussion questions as required
- Ensure the venue, online space or local space is accessible, comfortable, and welcoming

2. Upholding WI Values

- Promote an inclusive, respectful environment that reflects the WIs ethos of friendship, learning, and community and the belief that transgender women are women
- Encourage participation and value diverse voices.

3. Opening the Sisterhood Group

- Warmly welcome attendees on behalf of the WI
- Introduce the session's purpose and the activity on offer
- Set ground rules for respectful listening and participation

4. Guiding Discussions & Activities

- Encourage contributions from all participants, ensuring everyone has the chance to speak and say what they would like from the group
- Use open-ended questions, gentle prompts, and supportive facilitation techniques

- Keep discussions on track and manage time sensitively
- Balance dominant voices with quieter ones to maintain fairness and inclusion
- Be prepared to deal with difficult issues, conflict or challenge

5. Finance

- Collect any financial contributions and forward to the WIs/federation Treasurer

6. Record and Monitor Activities

- Attend the Pathfinder Group meeting to share the learning
- Keep a record of the number of people reached through the Sisterhood Group and the types of activities completed
- Seek feedback from attendees to ensure the group responds to the needs and preferences of the local community
- Keep the host WI updated on all developments relating to the Sisterhood Group