



## Job Description

<b>Job Title:</b>	Specialist trainer (YMHFA and school consultancy)
<b>Hours:</b>	25
<b>Contract:</b>	12 months – maternity cover
<b>Responsible to:</b>	Training Services Manager
<b>Based in:</b>	Ashton-under-Lyne, Oldham and Greater Manchester (occasionally)
<b>Salary:</b>	Grade 3, £21,340.80 pro rata (£14,820 actual)

### Summary of Main Duties and Responsibilities

Become an integral part of TOGMind Training and Mind in Greater Manchester Training delivering innovative training courses and workshops in wellbeing and mental health to children and adults.

By joining us, you will enable individuals to increase their mental health awareness and improve their wellbeing. You will work predominantly with schools to improve their whole school approach to wellbeing and mental health. You will work towards reducing stigma and discrimination. You will make a difference by empowering others.

You will have a passion for enabling individuals increase their mental health awareness and improve their wellbeing, whilst tackling the stigma and discrimination surrounding mental health. You must have a passion for training and be committed to excellence. Knowledge of or background in education would be of value as the role will include developing strategies to help schools implement a Whole School Approach to emotional Health and Wellbeing.

Above all, you must be a skilled, experienced and engaging facilitator. Although in depth knowledge and awareness of mental health topics is an advantage, we also offer many opportunities to develop and learn in this field.

This role includes all aspects of training:

- course development and delivery;
- scheduling, resourcing and administration;
- networking, learner recruitment, social media engagement and marketing;
- supporting the manager with invoicing, reports and feedback and case studies

The main duties of the role centre on delivering YMHFA courses, developing and delivering training for our whole school consultancy and supporting the Training Services Manager in all aspects of our highly successful consultancy processes including generating new clients. There could be opportunities also to get involved with other courses in the field of mental health including certified and accredited courses as our training department is rapidly expanding and diversifying its offer. Additionally, to being a YMHFA instructor you may have some experience of or be willing to learn: Connect 5, suicide prevention training, internal CPD and coaching.



This role incorporates all aspects of training including:

- course development and delivery;
- scheduling, resourcing and administration;
- networking, learner recruitment, social media engagement and marketing;
- supporting the manager with invoicing, reports and feedback and case studies

Courses are delivered as part of TOGMind Training; predominantly based in Ashton-under-Lyne and Oldham, there could be some requirement to travel, typically within Greater Manchester.

You will be working in conjunction with other members of the training team (staff and volunteers), reporting to the Training Services Manager.

The role may also include involvement in other related projects as and when required.

#### **Mission Statement and Values**

Our mission is to be an organisation of excellence with an ever-changing and diverse range of activities and services that promote psychological and physical well-being, stimulate recovery and lead to social inclusion within mainstream society.

Our values are:

**Relationships** we listen and ask questions to understand others and to build trust. People matter to us both inside and outside our organisation

**Potential** we encourage personal responsibility for development by discovering and realising the abilities and energies of people

**Aspiration** we support one another, clients and communities to achieve better mental health

**Learning** we seek insight and grow from experience finding new or better ways to contribute to the field of mental health

#### **Key Performance Objectives**

- Deliver high quality whole school approach training and consultancy
- support further development of our consultancy offer
- Deliver wellbeing and mental health training, especially YMHFA courses;
- Liaise with established clients and maintain strong relationships whilst developing our client base further
- Increase our capacity working in partnership with other organisations
- Enlarge our social media footprint and increase engagement in a professional manner;

#### **Duties Relating to the Post**

- To work as part of the Training team in the day to day running of all aspects of the department.
- deliver workplace wellbeing and mental health training (design, coordinate, facilitate, assess, identify further opportunities)



- assist with course design and lesson plans; to liaise with trainers, staff and volunteers, room bookings, administering course bookings and assist in an effective evaluation process.
- recruit and register learners via marketing, social media and other forms of networking
- efficiently complete administrative tasks involved in booking and delivery of training services, including managing contacts with groups, liaising with professionals regarding bookings and collecting all appropriate information for the delivery & evaluation of courses.
- Promote and market our training offering proactively using social media and other marketing channels and secure new business;
- Attend networking meetings when appropriate and increase our presence as well as raising our profile
- contact organisations and individuals to market our training offering.

## General

- build and maintain positive relationships internally through the organisation and externally with all stakeholders.
- promote the concepts of well-being, early intervention and community engagement, ensuring that these underpin the direction of the organisation's activities.
- assist with the recruitment of paid staff and volunteers, including providing appropriate support with induction and training of new recruits.
- offer evening and/or weekend cover of service, on an occasional basis.
- ensure duties are carried out within policy and procedure and relevant legislation.
- ensure that any near misses, incidents and disputes are dealt with promptly, fairly and recorded. For any serious or on-going cases, ensure the matter is brought to the attention of management, directors or the executive committee.
- Carry out any reasonable tasks as requested by the relevant manager.
- to promote the concepts of well-being, early intervention and community engagement, ensuring that these underpin the direction of the organisation's activities.
- Always ensure duties are carried out within both policy and procedure and relevant legislation.
- Ensure that any near misses, incidents and disputes are dealt with promptly, fairly and recorded. For any serious or on-going cases, ensuring the matter is brought to the attention of management, director or executive committee.
- Carry out any reasonable task as requested by relevant manager.
- Responsible for providing and receiving routine information orally, in writing or electronically to inform work colleagues, clients, carers, the public or other external contacts



- To make judgements based on facts or situations, some of which require analysis
- To work in partnership with a wide range of partners, key stakeholders and communities.



## Person Specification

**E = Essential** and must be able to demonstrate these points in order to be shortlisted

### Attitudes and values

1. A commitment to providing effective and engaging high-quality training (E)
2. A desire to develop training services and take on new challenges (E)
3. A willingness to develop and maintain positive working relationships (E)
4. A willingness to embrace change and the unknown (E)
5. Emotional resilience and ability to manage own wellbeing (E)
6. A commitment to achieving targets (E)
7. A desire to work independently and proactively (E)

### Experience

1. 2 years' relevant experience of delivering training to young people and adults (E)
2. Experience delivering YMHFA to a high standard (D)
3. Experience of working with volunteers (D)
4. Experience of working in a rapidly changing environment (D)
5. Psychologically well-informed (E)

### Qualifications

1. Relevant qualification in education and training, PGCE or similar (E)
2. YMHFA instructor (D)

### Knowledge

1. An awareness of wellbeing and mental health (E)
2. Good knowledge of adult and young people training practices (E)
3. Good knowledge of the educational sector (D)
4. Good knowledge of effective marketing strategies (D)



## Abilities

1. Strong ability to manage and deliver training workload (E)
2. Ability to communicate effectively with staff, volunteers, clients and external agencies or partners
3. Ability to build strong working relationships with partners
4. Ability to prioritise own workload to meet deadlines
5. Effective verbal and written communication
6. Ability to work independently and as part of a team
7. Ability to work pro-actively, independently and autonomously
8. Ability to respond to problems and implement solutions
9. Ability to manage and respond to change and uncertainty
10. Ability to travel across Greater Manchester
11. Ability to manage professional boundaries
12. Strong ability to responsibly manage own personal wellbeing when dealing with emotional issues, risk and safeguarding
13. Ability to undertake any other reasonable tasks requested

## Additional requirements dependent on the role

1. Ability to recruit, manage and motivate volunteers
2. Intermediate IT skills