

Job Description

Trainer

Job Details

Job Title: Trainer
Hours: 24 hours (3 days per week)
Salary: £25,000 (FTE per annum)
Location: Swindon and Gloucestershire
Reports to: Business Coordinator

Job Purpose

The S&G Mind Trainer will help to deliver different courses and workshops across Swindon & Gloucestershire. The postholder will work closely with the Business Coordinator and the Site & Field Trainer and the post will involve:

- Delivering training including in house and open courses.
- Delivering bespoke workshops.
- Collecting data and evaluation forms in relation to training delivery.
- Inputting data in line with policies and procedures.
- Promoting training courses

The postholder will work collaboratively with other trainers to develop the courses on offer and be involved with any 'Train the Trainer' workshops as part of training development.

Key Responsibilities

- To be aware of when courses are full and have sight of the booking log.
- To deliver existing mental health, suicide prevention and self-harm prevention training workshops.
- To work with colleagues to develop further training offers where appropriate.
- To prepare a delegate list for all training.
- To update the booking log, working closely with the Business Coordinator.
- To send joining instructions in advance to all courses.
- To prepare all resources prior to training delivery.
- To deliver training courses including MHFA, YMHFA, ASIST, bespoke workshops and courses.
- To work closely with the business coordinator in relation to course bookings, invoices and delivery.
- To respond to training enquiries by telephone and email.
- To have a full understanding of all training contracts and to ensure that all training guidelines & contract terms and conditions are adhered to e.g. number of people booked onto course/how course should be delivered.
- To collect and monitor data across all courses and provide training reports when requested.
- To manage a small case load of wellbeing referrals and provide 121 wellbeing support.

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- Promote the rights of individuals by recognising differences and acting in accordance with the relevant legislation, recognising and reporting discriminatory behaviour, and taking appropriate action.
- Monitor and maintain health, safety and security of self and others, taking appropriate action where required.
- To undertake general admin duties (e.g. answering the telephone) whilst in the office.
- To support with the delivery of groups as part of the Mind Time Programme when required.
- To support other areas of work and undertake other duties at Swindon & Gloucestershire Mind when needed.

General Responsibilities

The following are applicable to all employees and posts:

Confidentiality

- Ensure accurate and detailed records are kept and to comply with data protection procedures.
- Work with colleagues to ensure effective internal systems including but not limited to maintenance of records and GDPR compliance.

Data Quality

- General administrative duties to include data collection, monitoring and reporting outcomes.
- Ensure ICT systems and data recording systems are used appropriately in line with the organisation's policies and procedures.
- Use 'Views' database system or an alternative data software (as appropriate) to capture, track and monitor performance.

Health and Safety

- Ensure compliance with legal and health and safety regulations, such as the organisation's health and safety policy and procedure.

Marketing and Networking

- To liaise and network with relevant statutory and third sector organisations.
- To promote the service to high-risk groups by linking in with external agencies to build relationships and promote the service offer.
- Promote the organisation to the local community and other organisations.

Policy and Procedure

- To maintain up to date knowledge of legislation, national and local policies.
- To carry out work in accordance with the organisations policies and procedures, current legislation and quality standards.
- To keep up to date with the organisations policies and procedures.

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Professional and Personal Development

- Be part of a team that builds and sustains a positive, dynamic can-do culture, making the organisation a great place to spend time.
- Attend and contribute to regular team meetings to maintain effective communication and awareness of progress and development within the organisation and in mental health services in general.
- Be prepared for, attend, and engage in staff meetings, supervision, appraisal and training as agreed with the wider organisation and your line manager.
- To work closely with the Management and Senior Leadership Team (SLT).

Service Delivery

- To promote the 5 Ways to Wellbeing Model as part of the organisation's support offer.
- To utilise the use of the UK Mental Health Triage Scale (UK MHTS) when completing risk assessments for people being supported.

Person Specification

Our duty to quality means we need a workforce that have the mandatory skills, knowledge and attitudes, in which we can continuously adapt to improve service delivery to meet the challenges and changes faced.

Experience	Essential (E) or Desirable (D)
Relevant experience of working in any health, social care, or any related voluntary organisation setting.	E
Experience and knowledge of working within mental health, supporting individuals experiencing mental health problems.	E
Experience of delivering training/teaching individuals or groups.	E
Current registration as a trainer in Adult MHFA, Youth MHFA, ASIST and/or Suicide First Aid	D
Skills and Abilities	
An understanding of a range of skills and interventions linked to wellbeing and recovery practice e.g. counselling, community signposting etc and their role in supporting recovery and resilience.	E
Willingness to support people with a range of needs to meet their recovery goals.	E
Understanding of the issues and concerns of individuals with mental health needs.	E

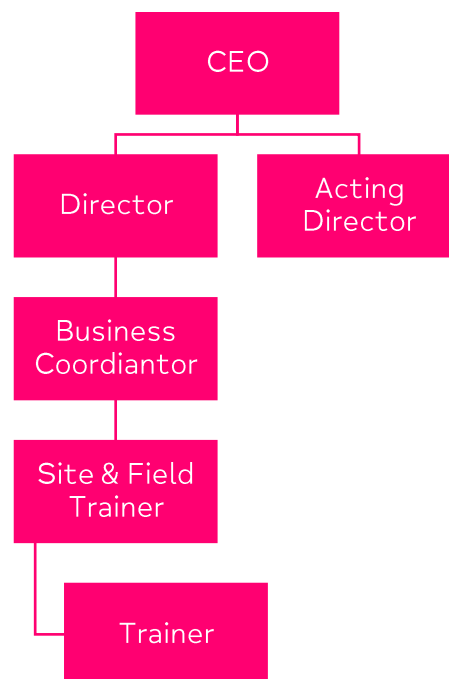
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<p>Knowledge and commitment to people accessing our services rights.</p> <p>Understanding of the impact of stigma and discrimination.</p> <p>Knowledge of local policies in respect of safeguarding.</p> <p>Able to demonstrate a broad understanding of the concept of confidentiality.</p> <p>Willingness to take part in activities which support team working.</p> <p>Able to demonstrate an appreciation of equal opportunities/diversity issues.</p> <p>Able to manage stress and to plan and prioritise workload.</p>	<p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
Knowledge	
<p>Demonstrable knowledge and experience of working with people with mental health problems.</p> <p>Demonstrates a good understanding of recovery principles and the role of mental health services in the delivery of care.</p> <p>Demonstrate well-developed listening skills and effective verbal communication skills, such as being able to engage appropriately with people, carers, colleagues, statutory and voluntary agencies, both face to face and by telephone.</p> <p>Well-developed IT skills including competent use of Microsoft Office, and the use of electronic record keeping systems.</p> <p>Demonstrates a willingness to embrace new technology and processes.</p> <p>Demonstrate well developed written communication skills, with the ability to produce letters, written reports, maintain accurate records and record required statistical information.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p>
Education/Qualifications	
<p>Trained in an allied field such as counselling, mediation, advocacy or social work.</p> <p>MHFA, Suicide First Aid and/or ASIST T4T qualification.</p>	<p>D</p> <p>D</p>

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Attitudes	
A commitment to working within a framework that recognises the diversity of people and encourages equality and opportunity for all.	E
A commitment to the participation of people accessing our services in decision-making processes in the design and delivery of the services they access.	E
A commitment to ongoing personal development training.	E
A commitment to the purpose, vision, mission and values of the organisation.	E
General	
An ability to travel to venues across Swindon and Gloucestershire.	E
Flexible approach to working.	D

Organisational Chart



Organisational Values

Swindon and Gloucestershire Mind have a set of values, vision and mission all of which feeds into the organisation's behavioural framework.

Our Values:

Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.

Our Vision:

Creating services where people are recognised, valued and supported.

Our Mission:

Provide advice and support to empower anyone experiencing a mental health problem.

We are seeking someone who will lead by example, demonstrating the organisation's behavioural framework:

- Trust and Respect
- Communication
- Responsibility
- Collaboration
- Excellence
- Leadership

Training and Support

We see training and development as an essential investment in its own future and recognise that carefully planned and well delivered training and development increases efficiency and effectiveness at individual and service levels. All staff receive the following:

- A full induction for your job role and working environment, this includes a specific training programme pending on your role and service area.
- Regular supervision from your line manager, including professional development reviews (PDR's) and evaluating your Continuing Professional Development (CPD).
- Bi-monthly debrief meetings at alternating venues between Swindon and Gloucestershire.

We encourage all staff to participate in all team forums which can provide unique opportunities to establish critical professional prospects such as peer feedback.

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Further Information

These duties are intended to be a guide to the post* and should not be considered exhaustive. The role is subject to review, depending on the needs of Swindon and Gloucestershire Mind. The post holder will be encouraged to participate in any such review.

**Hours may change depending on the need i.e., covering absence, annual leave and sickness and will be reviewed regularly during supervision.*

Conditions of Employment

New employees will be subject to a six-month probationary period and will be subject to an enhanced Disclosure and Barring Service (DBS) check and references.

The safety and wellbeing of our workforce and people accessing our services is our priority, which is why it is now a condition of employment for anyone joining us that they have had the recommended coronavirus vaccine by the NHS.

To apply, please check our website:
<https://www.sgmind.org.uk/vacancies/>

For any enquiries or questions, please email:
recruitment@sgmind.org.uk