

JOB DESCRIPTION
(To be read in conjunction with Person Specification)

POST: Mental Health Trainer

SALARY: NJC 22 - 26

REPORTS TO: Training Manager

ORGANISATIONAL EXPECTATIONS:

Inspire North is the parent company to Community Links, Foundation, Bridging the Gap and Foundation Stone and we aim to provide a high quality service adhering to the principles of best practice, promoting inclusion and working positively with diversity. All posts have two main functions: to carry out the duties as outlined and be proactive in continuously improving service delivery.

It expects all its employees to carry out their duties in a professional manner with a client focus, ensuring that respect and courtesy is shown to them, colleagues, other service providers and all those in contact with the organisation.

OUTLINE OF POST:

To design and deliver training courses as part of Community Links Training team. Courses will be delivered from our Training Centre in Leeds or at other venues across the region or nationally. You will be expected to support the promotion of Community Links Training and the marketing of courses.

MAIN TASKS:

1. To design and deliver high quality training courses as required, including co-training where required.
2. Support the Training Manager and Administrators in the marketing and promotion of Community Links Training.
3. To facilitate the Inspire North Induction Programme as required.
4. Liaise with Training Administrators with regard to course bookings, training venues, logistics, travel and hotel accommodation.
5. Ensure your knowledge is maintained in line with current best practice and is supported by an appropriate evidence base.
6. Ensure personal admin work related to course delivery and evaluation and other information systems are accurate and up to date.

7. Assess and manage levels of risk as appropriate.
8. Work within the team and organisational arrangements for the operation of financial procedures e.g. mileage claims, petty cash.
9. Assist new team members in their induction .
10. To participate in regular supervision.
11. To represent Inspire North in a knowledgeable and professional manner at all times.
12. Take responsibility for the care, upkeep and security of premises and equipment as appropriate.
13. Attend Training Team meetings and external meetings and events as guided by the Training Manager.
14. Be involved in the wider organisation and attend organisational events and meetings.
15. To identify own training and development needs in conjunction with your line manager and participate in training opportunities as directed.
16. To proactively take part in Inspire North Personal Development Review system.
17. To work flexibly in the interests of the service, including other reasonable duties as required.

Please note this job description is intended to provide a guide to the general duties and responsibilities of the role the post holder is expected to adopt a flexible approach to the tasks. It should not be regarded as a contractual document. It will be reviewed regularly and may be varied at the discretion of Community Links.

PERSON SPECIFICATION

Community Links Training Mental Health Trainer

The person specification should be read in with the job description. It is used at the short listing and interview stage to decide how suitable each candidate is to take on the role. Inspire North does not necessarily expect that each candidate will fulfil all the criteria listed in the Desirable column but any 'gaps' could form areas for development in the future.

Approach	Essential	Desirable	Identified by: A = application form I = interview E – exercise
Self-motivated, enthusiastic and reliable	✓		A, I, E
Recognise and promote the value of training and development	✓		A, I
Demonstrate a commitment to work positively with people from diverse backgrounds	✓		A, I,
Ability to assess and manage risk within the context of training delivery	✓		A, I,
Ability to recognise and manage own stress	✓		A, I
Ability to work on own initiative within set parameters	✓		A, E, I
Knowledge & Skills	Essential	Desirable	
Ability to understand, relate and respond positively, flexibly and imaginatively to the needs of delegates	✓		A, I, E
Excellent organisational skills with the ability to forward plan	✓		A, I
Excellent verbal communication	✓		I, E
Excellent training and group facilitation skills	✓		A, I, E
Ability to work as part of a team	✓		A, I
Excellent written communication skills	✓		A, I, E
IT skills including ability to use Microsoft Outlook, Word, Excel and PowerPoint	✓		A, E
Have access to a car for work purposes and hold a full current UK driving licence	✓		A
Be able to carry out suicide interventions should a delegate need it during training	✓		A, I
Working knowledge of safeguarding and Mental Capacity Act legislation and procedures		✓	A,E,I

A recognised teaching qualification (e.g. PGCE, PTLLS)		✓	A
Qualified Mental Health First Aid, Youth Mental Health First Aid, safeTALK and/or Applied Suicide Intervention Skills Trainer		✓	A
Language skills e.g. BSL, Urdu, Polish		✓	A
Experience	Essential	Desirable	
Experience of mental health as a worker, trainer, service user or carer	✓		A, I,
Experience of training delivery or group facilitation	✓		A, I
Experience of delivering safeguarding adults and Mental Capacity Act training (e.g. to local authority employees)		✓	A, I
Experience of delivering self-harm training		✓	A, I