

PEACE OF MIND PROJECT TRAINER RECRUITMENT PACK

**A project supported by PEACEPLUS, a
programme managed by the Special EU
Programmes Body (SEUPB)**



PEACEPLUS
Northern Ireland - Ireland

Co-funded by the



European Union



UK Government



Rialtas
na hÉireann
Government
of Ireland



The
Executive Office

www.executiveoffice-ni.gov.uk

Our Values

Our values aren't just words on a wall; they are integral to who we are and how we operate daily. They were chosen collaboratively by our team, and they shape every interaction and decision we make.

WE ARE INCLUSIVE :

We make it our mission to meet people where they are, breaking down barriers to ensure everyone can engage and thrive.

Your efforts will help enhance the wellbeing of those we serve, creating a truly inclusive environment.

WE FOCUS ON QUALITY:

We listen closely to understand the unique needs of our users and continually improve our programs to meet those needs. Your dedication to quality will ensure we provide the best support possible.

WE LOOK TO CONTINUALLY GROW:

We embrace a culture of exploration and learning. You'll be part of a team that constantly challenges the status quo, seeking innovative ways to make a positive impact.

WE CONNECT:

We believe in engaging the imagination, fostering rapport, and encouraging creativity in all our interactions. Your ability to connect with others will help build strong relationships and inspire new ideas.

WE WORK IN PARTNERSHIP:

We value strong, lasting relationships with our partners. Working with us means collaborating towards common goals and making a greater impact together. Your collaborative spirit will be key to our success.



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Join Verbal: Where Your Wellbeing and Satisfaction are our Priority

At Verbal, we place immense importance on cultivating a vibrant and supportive culture. Our commitment to employee satisfaction and wellbeing is reflected in our comprehensive approach, including bi-monthly staff satisfaction and wellbeing surveys. These surveys allow us to continuously analyse and enhance every team member's experience within our organisation. Additionally, our dedicated wellbeing committee meets monthly to develop strategic initiatives aimed at promoting and enhancing your wellbeing.

89%

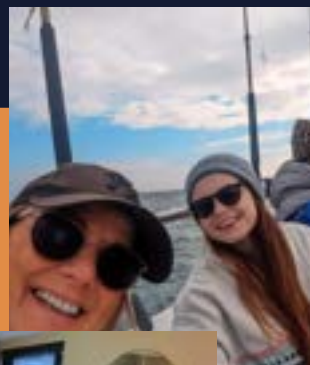
Of our staff find their jobs meaningful

90%

Of our staff report being satisfied within their role.

93%

Of our staff know how their role contributes to the organisation



Our Vision is a
world where
**EVERY
STORY
MATTERS**



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VERBAL was first established in 1992 and has been designing, developing & delivering language arts-based projects with vulnerable individuals and marginalised communities for over 30 years.



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THE WORK THAT WE DO

WE DELIVER CREATIVE INTERDISCIPLINARY PROGRAMMES
IN THE AREAS OF



MENTAL HEALTH & WELLBEING



COMMUNITY DEVELOPMENT & RECONCILIATION



CREATIVE DEVELOPMENT



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OUR PROCESS

Psychology team build the curriculum

Our psychology team work to ensure each programme follows a specified curriculum that will guide the participant through a tailored journey.

Story creation

Verbal's Literary Editor will then research the perfect reading material that will match the psychology reviewed curriculum and the particular group we are working with.

Delivery of programme

This is where the magic unfolds, as we engage with community groups. Here, we witness the transformative power of words and stories and the profound impact they can have on individuals. This is where our Wellbeing Facilitators really add value to our organisation.



Co-production

We co-produce our programmes with our participants ensuring their true voices are heard.

Psychology & CBT

Our psychology team embed within the reading material structured discussion intervals. These are designed to prompt participants to reflect on the content. Using questions and conversation starters.

Content testing

Before we introduce our material to the groups we always test with a testing group to ensure that we have produced the highest quality programme for our participants.

Impact reporting

Finally, We produce evidence based reports that reflect how our programmes have impacted those with whom we serve.

At Verbal, our commitment to excellence is deeply rooted in evidence-based research. Every project we offer is carefully co-designed, drawing from the latest findings in the fields of psychology, literature and co-production. Verbal's projects both contribute to and draw from pioneering research on the comprehensive advantages of arts-based interventions. We're constantly evolving, ensuring our work remains at the forefront of the field, adapting based on our findings and global advancements.

JOB SUMMARY

We are seeking a passionate and dynamic **Project Trainer** with a background in psychology or literature to deliver Verbal's unique shared reading model to schools across Northern Ireland and the Republic of Ireland (border Counties) as part of our Peace of Mind project. Our Shared Reading Model combines bibliotherapy and cognitive behavioural therapy (CBT) techniques to support mental health and emotional wellbeing through storytelling, literature and conversation.

As a Project Trainer for Peace of Mind your responsibilities include:

- Delivering Verbal's Shared Reading Model for our **Peace of Mind** project in Northern Ireland and the Republic of Ireland (border Counties)
- Consulting with various groups (For example, Teachers or Health professionals)
- Working closely with school staff to foster a supportive network for the children participating in our Peace of Mind project.

JOB TITLE:	PROJECT TRAINER
REPORTING TO:	PROJECT CO-ORDINATOR
ACCOUNTABLE TO:	PROGRAMME MANAGER
SALARY:	£32,234 PER ANNUM
CONTRACT:	36 HOURS PER WEEK 3 YEAR FIXED TERM
LOCATION:	DERRY~LONDONDERRY OFFICE

IN EXCHANGE FOR YOUR EXPERTISE
WE WILL OFFER YOU

**PRIVATE MEDICAL INSURANCE
CRITICAL ILLNESS COVER
LIFE COVER
EVERYDAY MEDICAL CASH PLAN
ENHANCED PENSION COVER
24 DAYS HOLIDAYS PLUS 11 BANK HOLIDAYS**

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JOB DESCRIPTION

As **Project Trainer**, you will travel to various schools to implement Verbal's model for Peace of Mind project, ensuring it's effectiveness in enhancing children's coping strategies, self awareness and emotional literacy.

Your responsibilities will encompass a wide spectrum, delivering training sessions within the school environment and effectively showcasing Verbal's Peace of Mind impactful work to diverse audiences and agencies.

Duties & Responsibilities

Project Delivery

- Deliver Verbal Shared Reading for Peace of Mind project across multiple locations in Northern Ireland and the Republic of Ireland (border counties)

Monitoring & Evaluation

- Assist Verbal's Psychology Research team in gathering qualitative and quantitative monitoring data from participants.
- Ensure all demographic information is completed and recorded
- Track and report on project outcomes to the Project Co-ordinator, ensuring necessary adjustments are made to improve effectiveness of the project
- Identify potential risks and assist Project Co-ordinator in developing risk mitigation strategies.

Collaboration

- Work closely with school staff to foster a supportive network for the children participating in Peace of Mind
- Work closely with the Project Co-ordinator, reporting on quarterly and annual project KPIs
- Work closely with the Learning & Development Co-ordinator to ensure sustainability

Resource Development

- Assist Verbal' interdisciplinary team in developing and refining project materials, ensuring they align with Peace of Mind project objectives and delivery outcomes.

ADDITIONAL RESPONSIBILITIES

- Committed and adhere to Verbal's vision, mission and values.
- Actively engage in monthly staff meetings
- Actively engage in training as & when necessary
- To comply with Verbal's Safeguarding policies and procedures and with National Guidance
Comply with Verbal's Code of Conduct
- Actively consider the involvement of funders and partners with whom we work, in all areas of practice
- Observe all Health & Safety requirements
- Work within and promote policies in relation to Equal Opportunities and anti-discriminatory practices
- Comply with Training & Development requirements

Other information

- **Driving Licence**

This post requires the post holder to have a driving licence for use in the UK and access to their own transport.

This criteria will be waived in the case of a suitable applicant who has a disability, which prohibits them from driving but who is able to organise suitable alternative arrangements in order to meet the requirements of the post in full.

- **Safeguarding Policy**

In line with the organisations Safeguarding Policy this position is subject to Access NI checks. Full adherence with this process will be requested in the event of a successful application.

- **Accessibility**

If you require copies of documentation in alternative formats, for example large print, please contact clare@theverbal.co. If you require any particular requirements, should you be invited to interview, please make this clear in your application.

For background information on the organisation , please visit our website www.theverbal.co

NOTES

This job description describes the principal purpose and main elements of the job. It is a detailed guide to the nature of the main duties as they are currently envisaged but is not intended as a wholly comprehensive or permanent schedule of tasks. The post holder will be expected to work flexibly to changing business needs.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

	Criteria	Assessment	Stage
1.	BSC in Psychology or Literature	CV application	1
2.	Proven experience facilitating training/workshops	CV application /Application form	1/2
3.	Proven experience speaking and presenting to diverse audiences including presenting at seminars, workshops and training sessions	CV application / Application form	1/2
4.	Excellent communication and interpersonal skills with the ability to engage and inspire learners	Application form / Interview	2/3
5.	Excellent IT skills working with MS Office especially Word & Excel with the ability to document reports	Application form/ Interview	2/3

DESIRABLE CRITERIA

	Criteria	Assessment	Stage
1.	Proven experience in successfully managing multiple task, meeting deadlines and prioritising activities	Interview	3
2.	Strong analytical skills to identify challenges find solutions and make informed decisions to keep a project on track	Interview	3
3.	Experience working collaboratively with cross-functional teams and fostering a positive team environment	Interview	3
4.	Experience working with young people within an educational setting	Interview	3

CONDITIONS OF EMPLOYMENT

	Criteria	Assessment
1.	Right to work in the UK	Provide original right to work documentation
2.	<p>This post requires the post holder to have a driving licence suitable for the UK and access to their own transport</p> <p><i>This criteria will be waived in the case of a suitable applicant who has a disability, which prohibits them from driving but who is able to organise suitable alternative arrangements in order to meet the requirements of the post in full</i></p>	Provide documentation
3.	Provide 2 satisfactory references.	Give the name and contact details of relevant referees
4.	Successful applicants will be required to go through an enhanced Access NI check	Apply for an Access NI check online when requested and to provide the relevant ID without delay
5.	Successful candidates will be required to schedule their holidays in alignment with the school term calendar. However, in exceptional circumstances, this can be discussed with their line manager to seek a resolution.	Leave booked within school term calendar

Notes

Verbal operates a child protection policy.

Verbal is an equal opportunities employer.

**TO APPLY SEND YOUR CV TO
clare@theverbal.co**



VERBAL

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Bishop Street Within,
Derry-Londonderry
BT48 8PU**

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