

## Job Description Mental Health Trainer

### Job Details

<b>Job Title:</b>	Mental Health Trainer
<b>Hours:</b>	24 hours per week ( <i>3 days per week</i> )
<b>Salary:</b>	£28,000 ( <i>FTE</i> )
<b>Location:</b>	Swindon & Gloucestershire
<b>Reports to:</b>	Deputy Director/Acting Director

### Job Purpose

Join a team with a bold mission – at S&G Mind, we are dedicated to reshaping the landscape of mental health and emotional wellbeing in our community. We believe in empowering individuals with opportunities for a richer life. As a Mental Health Trainer, you will help deliver different courses and workshops across Swindon and Gloucestershire working closely with t

### What You'll Do:

- **Leadership and Prevention:** Lead, inspire, and effectively deliver training including in house and open courses and the delivery of bespoke workshops in the local community
- **Innovation and Empowerment:** Channel your passion into providing training and promoting training courses for S&G Mind. Empowering people to build confidence, understanding and resilience whilst supporting themselves or others with mental health needs.
- **Quality and Leadership:** As a S&G Mind Mental Health Trainer, you will lead on collecting data and evaluation forms in relation to training delivery.

### Why Join Us:

- **Impact Matters:** Join a team where your work directly transforms lives and contributes to a healthier community.
- **Personal Growth:** We offer professional development opportunities that will enrich your career and help shape the future of mental health services in Swindon.
- **Collaborative Culture:** Work alongside like-minded individuals who share your passion for making a meaningful impact.

Together, we can build a brighter, healthier future for people in Swindon and Gloucestershire. Your leadership can make all the difference.

## Key Responsibilities

### 1. Service Delivery & Training

- To deliver existing mental health, suicide prevention and self-harm prevention training workshops.
- To prepare all resources prior to training delivery
- To deliver training courses including Mental Health First Aid, Youth Mental Health First Aid and Suicide First Aid, bespoke workshops, and courses.

### 2. Managing Training Bookings

- To respond to training enquiries by telephone and email.
- To update and monitor the booking log, working closely with the Business and Training Lead.
- To prepare a delegate list for all training.
- Manage delegate numbers for courses and have sight of when courses are full.
- To send joining instructions in advance to all courses.
- To work closely with the Service Lead in relation to course bookings, invoice and delivery.

### 3. Development of Training Service & Promotion

- To create and design bespoke training packages based on demand and need within the locality.
- To work with colleagues to develop further training offers where appropriate.
- To liaise and network with relevant statutory, third sector organisations and businesses to promote the training service.

### 4. Performance Management and Reporting

- To have 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 the course and how all courses are delivered.
- To collect and monitor data across all courses and provide training reports when requested.
- Collect and report quarterly key performance indicator data.

### 5. Data Quality

- General administration 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.
- Maintain accurate, confidential records using electronic systems.

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#### 6. Safety and Compliance:

- Monitor and maintain health, safety and security of self and others, taking appropriate action when required.
- Promote the rights of the individuals by recognising and acting in accordance with the relevant legislation, recognising and reporting discriminatory behaviour, and taking appropriate.
- Ensure compliance with legal and health and health & safety regulations, such as organisation's health and safety policy and procedure.

#### 7. Training and Data Utilisation:

- Deliver training to staff as needed.
- Utilise data systems to capture, track, and monitor performance.
- Use data for service evaluation and improvement, developing service improvement plans.

### General Responsibilities

The following are applicable to all employees and posts:

#### 1. Guardian of Confidentiality:

Safeguard the privacy and trust of individuals by maintaining meticulous, accurate records and adhering to data protection procedures.

#### 2. Collaborative Data Excellence:

Work harmoniously with colleagues to ensure that our internal systems run smoothly, from record-keeping to GDPR compliance, enabling us to operate seamlessly and securely.

#### 3. Data Mastery and Reporting:

Fulfil general administrative duties, skilfully collecting, monitoring, and reporting data outcomes. Ensure our ICT systems and data recording practices align with the organisation's policies and procedures.

#### 4. Safe and Sound:

Ensure strict compliance with legal and health and safety regulations, guaranteeing the well-being of training delegates and the people we serve, in accordance with our health and safety policy.

#### 5. Championing Our Cause:

Establish connections with relevant statutory and third-sector organisations, extending our reach and promoting our training services. Be a vital link in building relationships and expanding our training service offering.

#### 6. Be the Voice of Policy and Procedure:

Stay up to date with legislation, national and local policies, and ensure that your work aligns with the organisation's policies and procedures, current legislation, and quality standards.

**7. Lifelong Learning and Positive Culture:**

Contribute to a team that thrives on positivity, dynamism, and a can-do attitude, making our organisation a remarkable place to grow and contribute.

**8. Effective Communication and Awareness:**

Attend and actively participate in regular team meetings, ensuring that our collective communication is strong, and awareness of our progress and development is maintained.

**9. Continuous Professional Growth:**

Be proactive in your professional development. Attend and engage in staff meetings, supervision, appraisal sessions, and training opportunities as agreed upon with your line manager.

**10. Collaborative Leadership:**

Work closely with the Management and Senior Leadership Team (SLT) to steer our organisation toward success.

**11. Advocate for Wellbeing:**

Promote the 5 Ways to Wellbeing Model as an integral part of our support offer, contributing to the holistic well-being of those we serve. Manage a small case load of Wellbeing referrals and provide 121 wellbeing support.

**12. Expert Risk Assessment:**

Utilise the UK Mental Health Triage Scale (UK MHTS) for thorough risk assessments, ensuring that we provide the best support and care to individuals in need.

Join our team and become an essential part of our mission, contributing to the well-being of our community while enjoying a supportive, dynamic, and growth-focused environment. Your work will make a tangible difference in the lives of those we serve.

### 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.

*\*Essential (E) or Desirable (D)*

#### **1. Passionate Mental Health Trainer**

- Relevant experience in the mental health field, social care or regulated voluntary organisation setting (E).
- Experience and knowledge of working within mental health, supporting individuals experiencing mental health problems (E).

#### **2. Valuable Experience:**

- Experience of delivering training/teaching individuals or groups (E)
- Current registration as a trainer in Adult MHFA (E)
- Current registration as a trainer in Youth MHFA, ASIST and/or Suicide First Aid (D)

#### **3. Skills and Abilities:**

- Excellent communication skills and relationship development (E).
- Strong interpersonal and communication skills for training functionality (E).
- Reflective and open to feedback (E).
- Proficiency in collecting and presenting data (E).
- IT skills, including Microsoft Office and electronic record keeping (E).

#### **4. Knowledge:**

- Knowledge of safeguarding and protection of vulnerable adults (E).
- Knowledge of mental health services in Swindon (D).
- Knowledge of various interventions used to support recovery (E).
- Understanding of General Data Protection Regulations (GDPR) and confidentiality (E).

#### **5. Education/Qualifications:**

- GCSE/O Levels (grades 9-4/A\*-C) in Maths and English (or equivalent numeracy and literacy) (E).
- Mental Health First Aid, Suicide First Aid and ASIST T4T qualification (E)
- Trained in an allied field e.g., counselling, mediation, advocacy, or social work (D)

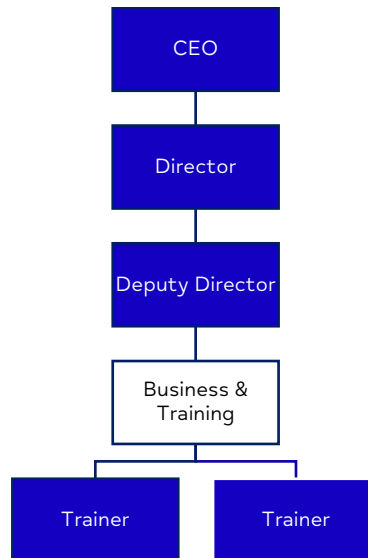
#### **6. Positive Attitudes:**

- 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).
- Willingness to assist in various areas of work and undertake additional duties as needed to contribute to Swindon & Gloucestershire Mind's mission (E).

**7. General:**

- Ability to travel to venues across Swindon and Gloucestershire (E).
- A flexible approach to work (E).

**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

### **1. Investing in Your Future:**

We believe that your growth is our growth. Our commitment to training and development is an essential investment in your future and our organisation's success. Well-planned and expertly delivered training enhances efficiency and effectiveness, benefiting both you and the services we provide.

### **2. Generous Annual Leave:**

Enjoy a healthy work-life balance with 25 days of annual leave, plus an additional 8 days of bank holiday entitlement (pro rata for part-time staff). Your time to rest and recharge is important to us.

### **3. Embracing Flexibility:**

We understand that one size doesn't fit all. We offer flexible working arrangements, which may involve a mix of office-based, community outreach, remote work, and adjustable shifts as needed. Your preferences matter.

### **4. Personalised Support and Growth:**

Benefit from personalised group and individual supervision, including regular debrief meetings with your line manager. Our flexible approach ensures you have the support you need to thrive in your role, with online or alternating venue options between Swindon and Gloucestershire.

### **5. Comprehensive Induction:**

You'll receive a comprehensive induction tailored to your job role and working environment. This includes a specific training program that aligns with your role and service area, ensuring a smooth and informed transition into your new position.

### **6. Lifelong Learning and Accreditation:**

We're dedicated to your professional development. You'll have access to ongoing learning opportunities, including accredited Continuous Professional Development (CPD) training and recognised mental health courses. Your skills will continue to grow throughout your career with us.

### **7. Secure Your Future:**

Plan for a secure future with our portable pension scheme provided by Aviva. We're committed to helping you build financial stability and peace of mind.

### **8. Make a Meaningful Impact:**

Join us and make a real difference in your local community. Collaborate closely with our external partners to shape our organisation, contribute to our policies, strategies, and future development. Your work will directly impact those who are struggling with their mental health and well-being.

## **Job Description**

### **Mental Health Trainer**

At S&G Mind, training and development are more than just words. They're a commitment to your growth, well-being, and the opportunity to contribute meaningfully to our community. Join us and be part of a team that cares about your success as much as its own.

#### **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.

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

For any enquiries or questions, please email:  
[recruitment@sgmind.org.uk](mailto:recruitment@sgmind.org.uk)