



Job Description

Trainer

Contract: Initial 18-month fixed term contract with view to becoming permanent should targets be achieved and funding available

Salary: £25,000 pro-rata (21 hours per week)

Hours: Part-time 21-Hours per week

Location: Primarily home-based, may have some future in-person and hybrid delivery

Reports to: Service Manager - Services

About Bipolar UK

Bipolar UK is the only national charity dedicated to supporting people affected by bipolar — including individuals, carers, families and loved ones. Over one million people in the UK live with bipolar disorder, yet many experience symptoms for years before receiving an accurate diagnosis.

We are entering an exciting new phase following the launch of our **co-produced three-year strategy (2026–2029)**. Over the coming years, we will reach more people than ever before, expand access to self-management support, and build understanding of bipolar across workplaces, services and communities.

At the heart of our work is the belief that **people affected by bipolar are the experts in their own lives**. We are committed to equity, diversity and inclusion, and to ensuring our services are accessible, culturally responsive and shaped by lived experience.

Purpose of the Role

Our Trainer plays a vital role in helping people **understand bipolar, reduce stigma, and build confidence to live well**.

You will deliver:

- **Eight-week self-management courses** for people living with a bipolar diagnosis
- **Bipolar awareness and workplace training** for employers and professionals

You will also contribute to the **ongoing development of training and psychoeducation**, supporting our ambition to grow accredited and evidence-informed learning programmes.

Training audiences are diverse and include individuals with lived experience, employees and managers, housing providers, community organisations, and statutory or criminal justice settings.

Through confident, compassionate and trauma-informed facilitation, you will help create safe learning spaces, challenge stereotypes, and support greater engagement with Bipolar UK — particularly among communities who may not traditionally access mental health support.

Why join us?

This is a chance to shape how bipolar is understood across workplaces, communities and services — helping people move from diagnosis to confidence, and from stigma to understanding.

Key Responsibilities

Training Delivery

- Lead engaging, evidence-informed bipolar awareness sessions for a wide range of audiences, delivered both online and in person.
- Deliver self-management and psychoeducation workshops that support people affected by bipolar to live well and build confidence.
- Adapt delivery styles to meet different learning needs, levels of knowledge and lived experiences.

Content Development

- Develop, adapt and update training materials that are inclusive, accessible, trauma-informed and culturally sensitive.
- Tailor content for different professional contexts and learning environments.
- Ensure language and materials reflect best practice in equity, diversity, inclusion and rights-based approaches.
- Contribute to the development of training content suitable for future accreditation, including our psychoeducation programmes.

Engagement & Collaboration

- Work collaboratively with Bipolar UK staff and volunteers across the organisation.
- Build and maintain positive working relationships with external partners and stakeholders.
- Support wider organisational work to raise awareness, reduce stigma and promote understanding of bipolar.

Professional Practice & Safeguarding

- Represent Bipolar UK professionally and in line with our values, policies and safeguarding standards.
 - Maintain clear professional boundaries, particularly when working in peer-informed or lived-experience-led environments.
 - Participate in supervision, team meetings and training to support high-quality, reflective practice.
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Person Specification

Essential

You can demonstrate:

- Significant experience delivering training, or group learning, with the ability to adapt style for different audiences.
- Confidence delivering sessions digitally, a longer-term development may include in-person, (flexibility around reasonable adjustments will be made).
- Strong awareness of mental health conditions and their impact, including bipolar disorder.
- Experience delivering self-management, psychoeducation or wellbeing-focused programmes.
- Have a clear understanding of equity, diversity and inclusion in learning environments.
- Ability to create and adapt accessible, inclusive training materials.
- Experience training professionals at varying levels of seniority.
- Excellent communication and relationship-building skills.
- Maintain accurate records of delivery, attendance and outcomes
- Gather participant feedback and contribute to continuous improvement of course materials and delivery methods
- Maintain excellent records throughout course delivery, whilst ensuring feedback and course evaluations are completed and developed.
- Confident user of Microsoft Office and willing to learn new software as required.
- Understanding/adherence to confidentiality/GDPR and also safeguarding policies and willing to undertake training as role requires.
- Co-ordinate promotion, scheduling, delivery and follow-up working close with colleagues in Services, Fundraising and Comms.
- Work with colleagues in Fundraising to further develop the Workplace Friendly Scheme
- Represent the charity professionally with external partners, employers and commissioners

Desirable

- In-depth understanding of bipolar disorder and its personal, social and economic impact.
- Experience working in the voluntary or non-profit sector.

- Understanding of peer support models and the value of lived experience.
 - Knowledge of employment, HR processes and/or employment law.
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Practical Information

- This role involves online delivery and some travel
 - Evening or weekend delivery may be required for some courses and/or workshops.
 - We are committed to providing **reasonable adjustments** throughout recruitment and employment.
 - The post is subject to satisfactory references and a DBS check, appropriate to the nature of the role. Bipolar UK takes a **fair and proportionate approach to vetting**.
 - Applicants must have the legal right to work in the UK.
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Our Commitment to Equality, Diversity & Inclusion

Bipolar UK is an equal opportunities organisation. We warmly welcome applications from people of all backgrounds and particularly encourage applications from **people with lived experience of bipolar or other mental health conditions**, people from under-represented communities, and those whose voices are less often heard in mental health spaces.

All recruitment decisions are based solely on skills, experience and suitability for the role.

Data Protection

Any personal information you provide will be handled securely and used only for recruitment purposes, in line with UK data protection legislation.

Safeguarding

All trainers are expected to work in line with Bipolar UK's safeguarding policies, ensuring safe, respectful and empowering environments for everyone we work with.

The person will likely have

Experience of teaching, training or workshop delivery

- This role is part-time (21 hours)
- Salary: £25K pro-rata, depending on experience, 18-month fixed term contract subject to funding and objectives achieved
- Holidays: 25 days a year plus statutory bank holiday (pro-rata for p/t employees)
- Probation period: six months

- Up to 5% contribution towards a stakeholder pension is offered after successful completion of probationary period
- The appointment is subject to satisfactory references and enhanced DBS disclosure

How to Apply

Bipolar UK operate a blind recruitment practice and advertise our roles via CharityJob.

Please submit your CV online to Charityjob with a covering letter (maximum two A4 pages). Your cover letter should clearly demonstrate how your experience meets the person specification and explains your motivation for working with Bipolar UK.

Closing date for applications will be 9am on Monday 25 May 2026