

Training Manager (Interim)

Recruitment pack



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About Student Minds

No student should be held back by their mental health. We challenge the health sector, higher education sector and government to work with students when making decisions that impact them and we make them accountable for prioritising student mental health.

By creating and curating resources, stories and tools, we empower students to build their own mental health toolkit to support themselves and their peers through university life and beyond. Together, we're improving university communities so that every student gets the mental health support they need to reach their goals.

We're proud of the progress we've made over the last decade, and the thousands of students and professionals, leaders, funders, and policymakers involved in improving student wellbeing. But we also recognise there is a long way to go to achieve our mission. We're just getting started!

We have recently experienced significant growth and now have a staff team of 30 members and turnover of £1.8 million. There is the opportunity for this to increase further over the next few years.

Over the next ten years, we commit to:

- Continue driving positive change for students. We'll keep working with the higher education sector, health sector, and government to make student mental health a priority, and we'll continue empowering students to look after their own mental health.
- Ensuring that positive change lasts. We'll focus on preventative, sustainable, long-term changes that will benefit future generations, as well as the students of today.

You can find out more about the [team](#) at Student Minds on our website, as well as read some of the current team member's [reflections](#) on working in the charity and read about our [trustees](#), our [strategy](#) and latest [Impact Report](#).

Our Values



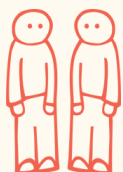
Collaborative

Teamwork and strategic partnerships help us to achieve better results. We are respectful, supportive and inclusive.



Courageous

We are willing to challenge the status quo and be decisive to shape a better future. We are ambitious, optimistic and will push the boundaries.



Empowering

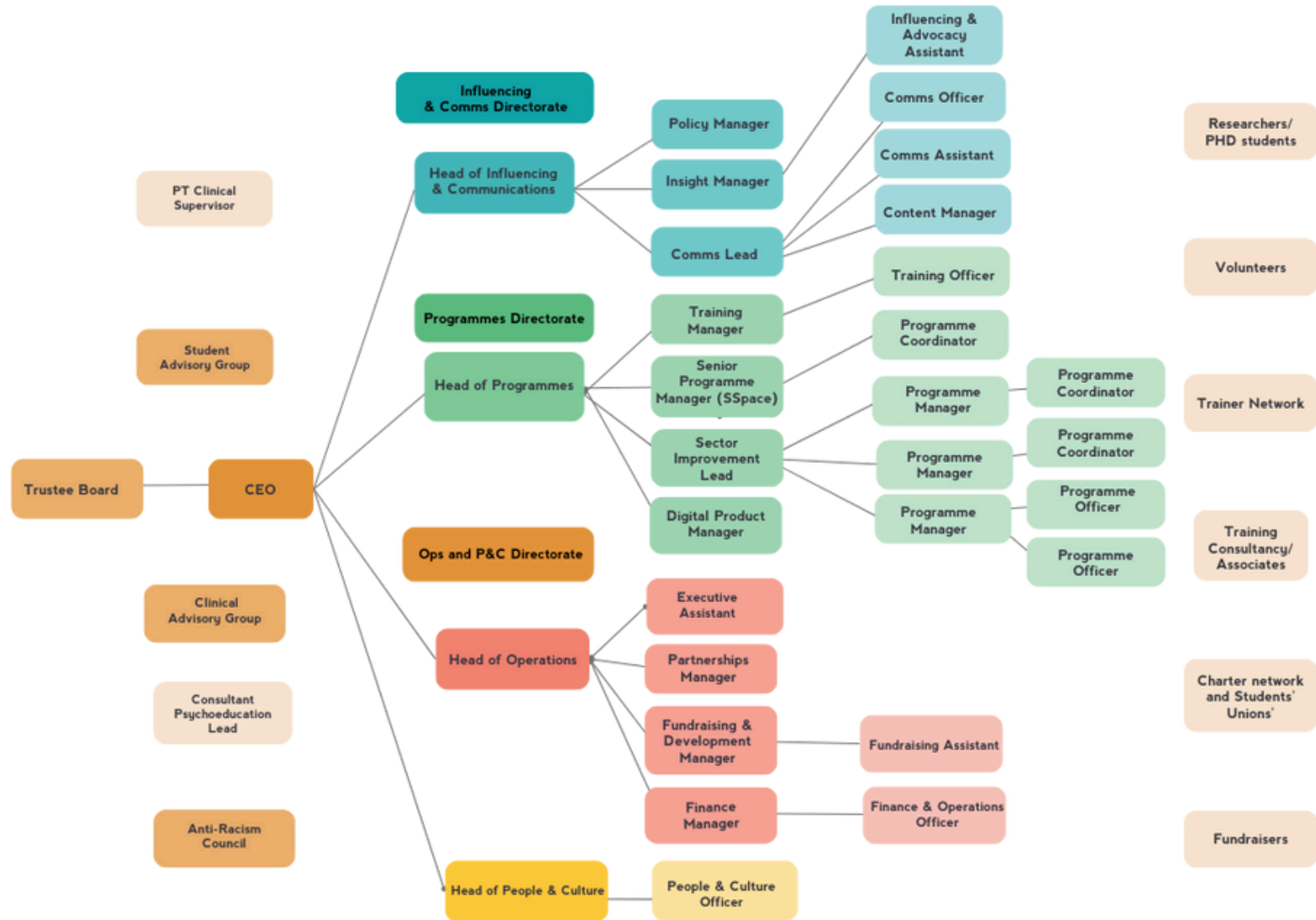
We invest in people, in the belief that they hold the key to effecting real change. We listen and mobilise the student voice.



Innovative

We strive for the best solution and the highest quality, using expert knowledge and evidence. We learn from our ground-breaking research and data to develop and grow.

Organisational Chart



About the role

Student Minds has had a significant impact in the sector through innovative mental health initiatives, strong partnerships and an extensive trainer network. Our various training programmes include: Train the Trainer programmes (Look After Your Mate, Mental Health in Sport, and Wellbeing Skills for Student Leaders) and Accommodation Training. These programmes equip staff to provide students with the knowledge, confidence and skills needed to support their peers, teammates and friends.

Working closely with the Programme Officer for Training, the Training Manager will manage the training function, leading the delivery and continuous improvement whilst managing key relationships ranging from associate trainers who deliver training on behalf of Student Minds to external organisations who wish to purchase training. This role has responsibility for income generation within the organisation and management of the trainer network.

As an interim role, the ideal candidate needs to be experienced and able to hit the ground running, ensuring operational delivery continues as per agreed plans and working within established frameworks and processes. We plan to review the role during the contract, with a view to create a long-term position within the organisation, which may be full time.



Key information

Location:	We are open to hybrid and remote working and flexible working arrangements with some in-person attendance at our in-person team days in Leeds (3 per year). Please note this role requires some in-person training delivery and travel to various institutions across the UK.
Accountable to:	Head of Programmes
Working with:	Programme Officer (Training), Trainer Associates
Hours of work:	30 hours (4 days) / per week
Contract:	6-9 months (temporary)
Full-time salary range:	Band C, £28,552 - £32,445 per annum, plus £980 annual cost of living award for FY2024/25 (pro rata where applicable).
Pro-rated part-time salary range:	£22,841.6 to £25,956 per annum, plus £784 annual cost of living award for FY 2024/25 (based on 30 hours per week, equivalent to 80% of a full-time role).
Role purpose:	Working with the Head of Programmes, to lead and manage Student Minds' training function, including stakeholder engagement.
Start date:	As soon as possible.



Key Responsibilities

Management and continuous improvement of our training function

- Ensure that deliverables, objectives and outcomes of the training programmes are achieved as specified, within timescales, to budget and agreed quality standards.
- Lead on detailed programme planning and documentation (objectives, implementation plans, success criteria, budget management, risk management) in collaboration with colleagues across Student Minds, including escalating risks and issues as required.
- Work with relevant colleagues within the team to maintain appropriate finance procedures as well as ensuring budget reporting requirements are agreed and met.
- Lead income generation for the training function; developing, delivering and evaluating training programme budgets and pricing models, working towards targets for each financial year. Be proactive with generation of leads and developing networks.
- Develop and lead on marketing for the training function working with the Communications and Design team, including developing publicity, marketing and communications strategies with relevant colleagues to increase engagement with training programmes.
- Advise on training elements of wider national programmes.
- Maintain processes for collecting and analysing evaluation data to make recommendations for improvement and inform strategic development of the training function. Update workshop content where appropriate.
- Keep abreast of developments in Higher Education, innovative advances in training and collect insight from sector partners and stakeholders. Brief the team on how this may impact our programmes where necessary.
- Act as an in-house spokesperson for the training programmes at external events and conferences.
- Support the funding team by providing information and advice regarding training where appropriate.
- Ensure accurate maintenance of records on Student Minds' CRM and digital systems.

Relationship management, development and delivery

- Deliver our Train the Trainer programmes, Accommodation training and other projects, drawing on a range of presentation and facilitative training styles. (This may require travel across the UK).
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- Work closely with the Programme Officer (Training) to:
- Manage relationships with key stakeholders in the sectors we work with to advance our training function.
- Manage a team of training associates, assuring training quality and providing regular opportunities for continual professional development. Recruiting new associates if and when required.
- Coordinate and deliver continued professional development for our trainer networks e.g. webinars and good practice sharing events.
- Communicating our relationships and feeding information back to the Student Minds team.

Cross organisational duties

- Work closely with other team members including the Sector Improvement team to develop and deliver in person or online programme events, drawing on learning and development skills and expertise. For example, lead the facilitation of a University Mental Health Charter workshop.
- Provide a consultative role to other team members delivering workshops and/or events appraising and giving constructive feedback of materials.

Other duties

- Actively embedding new digital systems led by the Digital Product Manager; to increase efficiency and engagement for Student Minds Programmes and the organisation as a whole.
- Support website development for sections within the training programmes portfolio.
- Such other duties as may be reasonably prescribed by the organisation, appropriate to the grade and responsibilities of this post.
- Attend regular team meetings with Student Minds colleagues.
- To ensure compliance with Student Minds' internal procedures and all external legal requirements.
- Undertake training and attend conferences, both as a delegate and a representative speaking on behalf of Student Minds, as appropriate.
- Engage with and provide feedback on projects and strategic reports developed by other members of the team.
- Work in a flexible way and undertake tasks to support Student Minds colleagues as required.
- Uphold the organisation's values and ensure the team upholds these, including embedding Equity, Diversity and Inclusion practices and engaging with our antiracism work.

Person Specification

We are open to candidates who don't meet all the experience and skills criteria. If you are excited about the responsibilities in the role and feel you meet the minimum criteria listed below, we encourage you to apply.

Criteria	Minimum/ Essential	Desirable
Experience		
Designing and delivering training content for diverse range of learners and audiences	x	
Costing and managing budgets	x	
Relationship building and management	x	
Using relevant software and applications (such as Google Suite and/or Microsoft Office)	x	
People management, either as a line manager or a manager of volunteers		x
Income generation within a similar role or part of a team		x
Strategic thinking and being able to communicate your vision		x
Skills and Knowledge		
A skilled trainer and facilitator, with a good understanding of learning and development	x	
Relationship building and management skills	x	
Knowledge of different mental health models	x	
Proven ability to plan and conduct effective evaluation of training programmes	x	
Excellent communication skills, both written and verbal	x	

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Criteria	Minimum/ Essential	Desirable
Excellent project management and organisational skills	x	
Excellent prioritisation and time management skills	x	
Excellent influencing and persuasion skills	x	
Knowledge of the mental health landscape in UK Higher Education and issues facing students generally		x
Personal Attribute		
Commitment to Student Minds' vision and mission; passionate about mental health and wellbeing	x	
Self starter, solutions focussed and ability to work on own initiative, and as part of a team	x	
Ability to work effectively in a remote environment and collaborate seamlessly with a remote team	x	
Commitment to continuous improvement and learning	x	
Flexibility to travel to meetings as required within the UK and able to work evenings and weekends on occasion.	x	
Excellent attention to detail and accuracy		x

Benefits

We want people to thrive at Student Minds; we believe you do your best work when you feel your best. As such, our team comes first and we are proud of our culture; we offer a supportive, flexible and enjoyable place to work.

As part of our staff team, the following benefits are available:

- Generous annual leave allowance - 25 days' annual leave, plus bank holidays, plus a 2-week winter closure
- Flexible working - we encourage all employees to reflect on when and where they work best and how they need to fit work around caring or other commitments.
- Wellbeing is at the heart of what we do - we support staff to implement Wellness Action Plans and offer 10% of weekly working hours for you to invest in your wellbeing.
- Access to Employee Assistance Programme - we also offer wellbeing support through an Employee Assistance Programme which provides a wide range of resources as well as confidential counselling.



For other benefits and more information please see our [website](#).

To apply

Our jobs are open to all.

We believe that diversity in the workplace creates dynamic, relevant organisations, fostering spaces for innovation and creativity. Embracing diversity, promoting equality, and challenging discrimination are values we wholeheartedly endorse. We warmly welcome job applications from individuals of all backgrounds.

This broader collective perspective enriches our ability to make a significant impact, and we are actively striving to enhance diversity within our team. We're looking forward to hearing from candidates who want to help us make our vision a reality. We are keen to hear from individuals with personal experience of mental health difficulties and we particularly encourage applications from men and ethnic minorities, who are currently under-represented in Student Minds.

You'll notice that we don't collect CVs at Student Minds, and instead, we have a short application form to create more of a level playing field for all of our applicants. We also ask for you to complete our separate equality monitoring form - this is kept separate from the main application process and only reviewed if you confirm you would like to be considered under our Priority Interview Scheme for candidates from an ethnically diverse background or where there is a tie-breaker in shortlisting so we can consider inviting those who are currently underrepresented in Student Minds to interview as a priority. For more information on the Priority Interview Scheme [please refer to our website](#).

The deadline for applications is Sunday 8th September at 11.59 pm.

We reserve the right to close the application deadline early if we receive a large volume of applications, as we use a human-led shortlisting process rather than AI. This approach allows us to carefully evaluate each application, but it requires us to manage the number of applications we review. Early closure is rare, but it helps us maintain a high standard of assessment. To avoid disappointment, we encourage you to apply early.

Please detail your relevant skills and experience that make you a good fit for the role. Please use the person specification as a guide. You might want to use the [STAR method](#) to structure the answers you give to questions.

You will hear back from us the week commencing the 9th of September and should you be shortlisted, an [interview will take place online on the 18th of September](#) and will involve a competency interview along with a short presentation or task. We will provide details about the task a week in advance to allow candidates time to prepare and we will also provide the interview questions 60 minutes in advance so that all candidates can perform at their best.

If you would like to discuss the recruitment process or need any reasonable adjustments to support your application with us please contact vacancies@studentminds.org.uk.





If you have any questions about the role itself, we recommend you reach out to our Head of Programmes via francesca.coleman@studentminds.org.uk

To apply, fill in our [equality monitoring form](#), and download, complete and submit the application form [via this unique Training Manager \(interim\) recruitment link](#).



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www.studentminds.org.uk

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