Job Description:

[Mental Health Trainer](https://www.bwwmind.org.uk/mental-health-training-courses-london/)

Job Description

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| **Job Title:** | Mental Health Trainer. |
| **Grade & Salary:** | £29,526 per annum. |
| **Hours of work:** | Full time. 37.5 hours per week. |
| **Line Management Reports:** | N/A |
| **Accountable to:** | Training Lead. |
| **Functional Responsibility:** | To sell and deliver external Mental Health training. |
| **Job Purpose:** | To sell, develop and deliver external training for [Brent, Wandsworth and Westminster Mind.](https://www.bwwmind.org.uk/) |
| **Based at:** | Hybrid-working. Will need to regularly deliver face to face training in central London. |

We are excited to be expanding our [Training Team](https://www.bwwmind.org.uk/mental-health-training-courses-london/). The ideal candidate will be an experienced Trainer, organised and able to deliver exceptional mental health training to companies and communities across our boroughs. This role also involves securing new business, promoting our training courses to the many businesses and organisations based in our boroughs.

Specific Responsibilities

* To promote and sell training products for Mind in Brent, Wandsworth & Westminster.
* Deliver external training, consultancy and advice to staff in statutory, voluntary and private sector organisations both digitally and face-to-face.
* Act as a shared point of contact for external training enquiries and bookings.
* Manage delivery, alongside Training Lead, of all external training, negotiating dates, training rates, and providing great customer service.
* Working alongside the Training Lead to develop and refine a comprehensive programme of effective mental health training packages to increase understanding, knowledge and skills in the area of mental health.
* Deliver accredited Mental Health First Aid training (dependant on applicant, there is scope to receive MHFA Train the Trainer training within the role).
* To identify, research, contact and follow-up on sales leads and secure training sales.
* To gather evaluation of our training sessions so we can keep improving them.
* Work in conjunction with other organisations to pinpoint requirements and develop bespoke training packages where appropriate.
* Develop evaluation systems and use the information gathered to identify improvements and inform future training sessions.
* Support staff within BWW Mind in promoting the mental health training offered to potential clients in the statutory, voluntary and private sectors to attract new business.
* Prepare, update, promote and coordinate external BWW Mind training.
* Regularly update training resources according to new research data, best practice and new way of delivering training to varied audiences.
* Keep up to date with research and developments in mental health.
* Where appropriate, work closely with partner agencies and WMT to co-deliver training packages.
* Where appropriate, undertake co-design and co-delivery of training with people with lived experience of mental health problems, including providing co-trainers with support and guidance.
* Comply with all organisational and departmental policies and procedures and internal and external quality assurance processes.

Person Specification

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| **Element** | **Description** | **Essential/desirable (E/D)** |
| **Qualifications** | Educated to degree level, or equivalent, in a relevant or related field. | D |
|  | Qualified as a ‘Mental Health First Aid Instructor’ (Adult or Youth) by MHFA England | D |
|  | Holds recognised Training qualification | D |
| **Experience** | Experience of training | E |
| Experience of working within a social care setting and/or supporting people with mental health problems. | D |
| Experience of working with external partners and stakeholders. | E |
| Experience of promoting and selling products or service. | D |
| Experience of project monitoring and quality assurance. | D |
| Experience of supervising volunteers and/or staff. | D |
| **Knowledge** | Good understanding of mental health conditions and support | D |
| Good understanding of how to work within a fixed budget and to deadlines. | E |
|  | Intermediate MS Office skills (including Word, Excel and PowerPoint) with an ability to use database systems effectively. | E |
| **Skills/aptitude** | Outstanding communication skills, both verbally and in writing | E |
| Confident in public speaking | E |
| Ability to promote and sell training products and services | E |
| Ability to prioritise work and manage workload effectively. | E |
| Focuses on, and understands the needs of internal and external stakeholders and strives to deliver prompt, effective and personalised service. | E |
| Works collaboratively with others for the good of the organisation and builds a network of good working relationships. | E |
| Committed to achieving results, taking personal accountability for work. | E |
| Demonstrates initiative to think ahead and take prompt action to solve problems and seize opportunities. | E |
| Applies creative thinking and suggests new ideas, methods and processes. | E |