

Information Pack

Group Trainer

Closing date: Monday 1st April 2024

To discuss the post informally, please
contact:

Stevie Scott, Director of People and
Culture, on 01482 240200

Job Description

JOB TITLE: Group Trainer

LOCATION: The post holder will be based at Wellington House in Hull but will be required to work at various sites and travel within the Hull, East Riding, North East Lincolnshire areas and further afield including services of Wellington Care

SALARY: £25,599 per annum pro rata

HOURS: Contracted hours will be primarily Monday to Friday 37 hours a week but may be required to work flexibly on any day of the week, including evenings and weekends, to meet training needs.

REPORTS TO: Director of People and Culture

OVERALL PURPOSE OF THE JOB

To contribute to the success of Hull and East Yorkshire Mind's training services by delivering high quality training sessions to all group employees and supporting with delivery of external training when required.

ROLE RESPONSIBILITIES

1. Deliver a range of training modules both in community settings, to the corporate sector and our own workforce, including 'in-house' tailored courses.
2. Deliver induction and on boarding training and support to group employees
3. Work with Registered Managers to support with on the job development and compliance when required
4. Provide post incident support and learning and gives advice on suitable learning interventions
5. Develop appropriate lesson plans, schemes of work, evaluation questionnaires and other appropriate paperwork
6. Ensure that the delegates' learning is reviewed, monitored, and recorded in-line with Hull & East Yorkshire Mind's post-course evaluation process.
7. Ensure that delegates receive a positive learning experience based on appropriate differentiation and delivery methods.
8. Contribute towards the development of talent within the organisation by design and delivery of learning and development programs
9. If required, represent Hull and East Yorkshire Mind to promote services, e.g. through attendance at partner agency meetings and networking events
10. Contribute to bids that Hull and East Yorkshire Mind's funding team submit which need input from a training specialist's perspective
11. Support the team to ensure that all training courses are well planned, marketed and supported.

12. Work with the system Administrator to ensure Training matrix is up to date and all learning pathways are suitable and reviewed regularly
13. Keep up to date with Skills for Care advice and recommendations
14. Ensure that accurate and up to date training records are maintained.
15. Undertake appropriate administration related to the post
16. Contribute to the overall aims and objectives of Hull and East Yorkshire Mind and Wellington Care

NOTES

This job description is not intended to be exhaustive in every respect but rather to define the fundamental purpose, responsibilities and dimensions of the role.

In addition to the contents of this job description employees are expected to undertake any and all reasonable tasks allocated and identified by line management as being necessary for the proper performance of your role within the organisation and the overall business objectives of the organisation.

Person Specification

Please try to give us as much evidence as possible to show where you meet the requirements of the role. This can include experience from outside of paid work such as volunteering or caring responsibilities.

Job Title:	Group Trainer	Reviewed:	March 2024
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Area	Criteria	Essential	Desirable
Key knowledge	Understanding the need for, and a commitment to, continuous professional development (CPD)	✓	
	An understanding of health and safety and Equality Act legislation and how they apply to the training environment		✓
	Understanding of GDPR regulations and how to apply them		✓
	Of the issues that people with mental health problems may face (not necessarily in a professional capacity)	✓	
Relevant experience	Of delivering training within a variety of settings, including businesses or employers	✓	
	Of implementing a range of training styles tailored to learners needs	✓	
	Of developing training modules to meet a customer's specific requirements		✓
	Of delivering mental health related training courses		✓
Qualifications	Education and Training certificate or past equivalent, e.g. PTTLs	✓	
	Accredited trainer in any of the following: Mental Health First Aid, Youth Mental Health First Aid, ASIST, SafeTALK Suicide Awareness		✓
Key competencies	Able to appropriately challenge unethical behaviour	✓	
	Able to plan and prioritise own workload to ensure targets are met which includes anticipating changing needs and adapting accordingly	✓	
	Able to work independently, reliably, and consistently with minimum supervision	✓	
	Ability to communicate effectively with both internal and external stakeholders of the organisation	✓	

	Highly developed written and verbal communication which is tailored to the needs of the audience	✓	
	Demonstrates resilience when under pressure or faced with emotionally charged issues	✓	
	Able to anticipate changing needs and respond positively	✓	
	Able to make sound decisions quickly and effectively	✓	
	Able to develop training plans with a focus on positive outcomes for customers	✓	
	Demonstrates awareness of value for money and responsible use of resources	✓	
	Has a non-judgmental approach with the ability to demonstrate compassion and empathy whilst working within professional boundaries with the people who use our services.	✓	
Additional requirements	Possession of a full current driving license with access to, and use of, a motor vehicle for work purposes and prepared to travel across the region.	✓	
	Competent in the use of IT programmes (e.g. Microsoft Outlook, Word, Excel, and PowerPoint) with the ability to learn new systems	✓	
	Enthusiastic with a high degree of personal motivation	✓	
	Ability to work flexibly to support Hull and East Yorkshire Mind's training service	✓	

Overview of Hull and East Yorkshire Mind

Hull and East Yorkshire Mind has been supporting people with mental health problems across Hull and East Yorkshire for over four decades.

We are an independent charity governed by a group of local trustees, affiliated to the Mind network made up of over 130 organisations across England and Wales. The network delivers services, campaigning and gives a voice to people with mental health problems, their families, carers and community. Hull and East Yorkshire Mind is also a housing association.

Our **VISION** is that we won't give up until everyone experiencing a mental health problem gets both support and respect.

Our **MISSION** is to work with partners to intervene as early as possible, providing advice and support to empower and give hope to anyone experiencing a mental health problem. We campaign locally to improve services and reduce stigma and discrimination. As an organisation, we pride ourselves on our values and beliefs:

WE BELIEVE:

- Everyone has mental health: there is no place for stigma.
- Everyone deserves the chance of a fulfilling life.
- Lived experience is powerful and can generate hope.
- Spaces where everyone can feel supported and safe, not judged but respected, are vital.
- Everyone brings something valuable to the work.
- We can effect change and will do everything in our power to improve lives.

WE VALUE:

- **Being Human** – connecting meaningfully with one another creating relationships which help people to flourish.
- **Mind and Heart** – using our intelligence, stories, skills and life experience to show that we care and to make a difference.
- **Being Brave** – even in the face of uncertainty staying positive and boldly developing new things.
- **Travelling Together** – side by side with others, being kind and, through empathy, nurturing belonging.
- **Strong Foundations** – drawing on our history and learning to build reliable systems that work well without being over engineered.

Our Model of Mental Health Care (REACH)

At Hull and East Yorkshire Mind we believe it's important to understand what good mental health care looks like. This is more than just understanding the services we deliver, it's about the important elements common across all of our work that help us to understand why we work in the way that we do.

Different organisations have different priorities. We have defined ours using a simple framework that includes Relationships, Environment, Activity, Compassion and Hope. We call this REACH.

Relationships

Trusting, caring relationships are a core foundation of our mental wellbeing. To believe we are cared about we need to feel a human connection. Too often public services focus on maintaining artificial boundaries between those delivering and receiving services to the detriment of both sides. We use some common sense with our professional boundaries; if somebody wants a hug we give them one and if somebody wants to hear about our holidays we share what's appropriate. We expect our team to genuinely care for the people they are working with and, if that's not possible, conversations to be had early on about where the problem lies.

Environment

For those visiting our offices and community groups through to people living in our housing, a poor environment encourages poor mental health. If people feel safe, secure and valued they are much more likely to stay well and recover faster. We need to make sure the physical spaces and 'atmosphere' are welcoming. Where possible we need shared spaces and avoid cutting ourselves off in the 'staff offices'. We expect everybody working in our housing to be conscious that these are peoples' homes we are working in and be conscious of how our behaviour impacts on the environment.

Activity

We know that physical activity is vital to our health and wellbeing and that this is often overlooked when considering mental health care. We also know that activity includes many forms of occupation and how important having a role in society is for most of us. Without it we too easily lose our sense of self and worth and any intervention that doesn't address this vital area will always be temporary. All of our services will encourage paid work where possible, voluntary work where not and mainstream learning where appropriate. Our groups, information line and activities will promote physical exercise and the benefits this bring to mental health.

Compassion

Sometimes we're just too hard on ourselves. We see media portrayals of what 'normal' is supposed to be and beat ourselves up because we don't think we meet the standard. We need to get much better at showing compassion, not just to others around us, but also to ourselves. Sometimes it's OK to be different. People using our services come with all sorts of stories and histories. We want our compassionate approach to run through everything we do, from how we answer the phones to replying to emails and one-to-one interactions. To work at Mind, whatever job you are doing, you have to be able to show you care for the people we are here for.

Hope

Without a genuine belief that things can improve we get stuck and lose motivation. We all need positive role models in our lives and they should be a core part of any service we want to deliver. This isn't always easy and when somebody is acutely unwell it can be difficult to find the hope in what might seem a hopeless situation. Our job is to find that hope and help others see it. We must never shy away from this no matter how difficult it might seem.

Summary of terms and conditions

1. Probationary Period of Service

All new staff will undergo a probationary period which will generally be the first six months.

2. Disclosure and Barring Service (DBS)

It is a condition of employment that all staff have a DBS Disclosure at the appropriate level which will be paid for by Hull and East Yorkshire Mind. However, we reserve the right to deduct the cost of the disclosure if an employee leaves within 6 months.

3. Hours of Work

As per your contract of employment. All hours to be worked on a flexible basis to meet the needs of clients and the organisation. Staff who work more than six hours per day will take an unpaid lunch break of not less than 30 minutes.

4. Pay

No automatic annual increments are payable except for any cost of living increase which may be awarded to all employees at the absolute discretion of the Executive Committee.

5. Annual Holidays and Holiday Pay

Annual holiday entitlement with pay is 25 working days for full time staff and on a pro rata basis for staff working part time. In addition paid leave will be granted for all bank holidays (on a pro rata basis for part time staff) in each year.

6. Payments During Sickness/Injury

Staff who are absent from work for reasons of sickness, or injury sustained whilst carrying out their duties, will receive full Company Sick pay for up to 6 weeks, followed by 2 weeks' at half pay in a 12 month period.

7. Pension Scheme

Under the Government pension regulations all eligible staff will be automatically enrolled into the Company Pension Scheme currently provided by Aviva. Staff contributions will be in line with the minimum percentage of gross basic earnings set by the Government. The employer contribution will be 3% of gross basic earnings. Additionally staff who are either non eligible or not entitled, under the regulations, may join the scheme and the same contribution levels would apply.

8. Subsistence and Travelling Expenses

Subsistence and travelling expenses are paid at rates determined by Hull and East Yorkshire Mind. Staff who work from home will have the first 10 miles deducted from their daily mileage claim.

9. Trade Union Membership

Employees have the right to join or not join a Trade Union