

Job Description & Person Specification

Job title	Trainer
Salary Scale	2020 NJC Scale 12-17 £22,183-24,491
Location	Based at Mind Monmouthshire's offices in Abergavenny and delivering throughout Monmouthshire
Contract hours	18.5
Responsible to	Finance and Administration Manager
Responsible for	N/A

Role purpose	To develop and deliver a range of mental health-themed training programmes to a wide variety of audiences.
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Key Accountabilities	
To develop and deliver courses around mental health that meet the requirements of the target audience.	
To attend training and deliver Mind UK mental health courses in line with Mind UK requirements and specifications.	
To attend training and deliver Mental Health First Aid courses as per the training requirements of the licence.	
To attend training and deliver Gwent 5 Connect mental health courses in line with Aneurin Bevan Health Board	
To evaluate training events and produce feedback and reports.	
To uphold Mind Monmouthshire's values.	

The Trainer is expected to promote a positive image of mental health and Mind Monmouthshire to other agencies and the general public, and to uphold the values of Mind Monmouthshire.

The work of Mind Monmouthshire changes over time and it is not possible to describe all responsibilities of the Trainer.

Disclosure and Barring Service Check

Because of the nature of this job, it will be necessary for the appropriate level of disclosure and barring check to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the

Act, and, in the event of employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Person Specification

Notes to applicants

Please read our requirements carefully. When completing our application form please show how you meet our requirements. Where possible give examples of how you have worked with clients and relevant agencies to meet their needs.

Area to be assessed	Description of requirements.	How tested
Experience	<p>Essential</p> <ul style="list-style-type: none"> • Experience of developing and designing training courses, lesson plans, trainer manuals, delivering a range of learning activities (workshops, Q&A sessions, scenarios, presentations, focus groups, etc). • Experience in an office environment, including use of information technology, email, spreadsheets and databases. <p>Desirable</p> <ul style="list-style-type: none"> • Experience of working with and supervising volunteers. 	Application form, Interview
Skills and abilities	<p>Essential</p> <ul style="list-style-type: none"> • Be able to demonstrate evaluation training and workplace wellbeing activities. • Ability to communicate effectively, orally, in writing, and through presentations, to a high standard with a diverse range of individuals, groups and audiences at different levels of understanding and ability. • Ability to work on own initiative within established guidelines and procedures. • Ability to organise and prioritise own workload effectively and flexibly to meet job objectives. <p>Desirable</p> <ul style="list-style-type: none"> • Good working knowledge of online delivery via platforms such as Zoom and Microsoft Teams 	Application form, interview
Knowledge	<p>Essential</p> <ul style="list-style-type: none"> • Knowledge of mental health and wellbeing. • Knowledge of training models and participant learning styles. <p>Desirable</p> <ul style="list-style-type: none"> • Knowledge of Mind, the range of services and support we can provide and the range of work we carry out. 	Application form, interview

	<ul style="list-style-type: none"> • Knowledge of workplace wellbeing programmes and initiatives. 	
Qualifications	<p>Essential At least 2 relevant qualifications in the following areas:</p> <ul style="list-style-type: none"> • mental health • workplace wellbeing • training <p>Desirable</p> <ul style="list-style-type: none"> • MHFA licence 	Application form and qualification certificates
Other requirements	<p>Essential</p> <ul style="list-style-type: none"> • Has a commitment to personal development. • A commitment to the ethos and values of Mind and Mind Monmouthshire. <p>Desirable</p> <ul style="list-style-type: none"> • Car driver with access to a roadworthy vehicle when required. 	Application form