

Job Description

Post title:	Associate Mental Health and Wellbeing Trainer
Hours:	Flexible - full time/part time
Responsible to:	Project Manager
Location:	Home based with travel to partnership offices and training venues across Devon.

Job Summary:

Devon Mind and Step One Charity are working in partnership on the Thriving Workplace Project to develop a range of training opportunities for people in order to improve people's awareness of better mental health and wellbeing in the workplace and in their communities.

Under the direction of the Partnership Project Manager, the Associate Mental Health and Wellbeing Trainer will plan and deliver a range of workshops and training courses in workplaces across Devon. As well as training delivery, the post holder will be responsible for collecting impact and evaluation measures to ensure the Thriving Workplace Partnership is providing an effective, consistent and quality service.

About Us:

Step One supports people to manage their mental health, achieve employment goals and live more independently. We encourage people to take a first step to being in control of their future and fulfilling their potential. Our services include mental health crisis care and recovery, and one-to-one mentoring in employment and independent living skills. We work with a diverse range of people who may have a mental health issue and/or a hidden disability such as an autism spectrum condition. Our staff work in the community and at our dedicated facilities including a newly refurbished hospital and supported living residences.

Devon Mind is a registered mental health charity established in 2019. Devon Mind was set-up by Plymouth & District Mind to expand its area of operation into the county of Devon. Plymouth & District Mind has delivered mental health services in Plymouth and surrounding areas since 1984. Through our flagship Recovery College service, we offer people affected by mental ill health the support and help they need to get their lives back on track. This is achieved through 1:1 support, self-development courses, peer support groups, and access to volunteering opportunities. Individuals are encouraged to develop personal goals to work towards on their recovery journey.

Main duties and responsibilities:

- Plan and deliver workshops and training courses on a range of mental health and wellbeing topics (including MHFA training and bespoke training) to an excellent standard;
- Work with the Project Manager to test, learn from and adapt training activities to be delivered in a range of settings;



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- Support the Project Manager to attract new business by identifying potential opportunities;
- Capture quantitative and qualitative data, including feedback from customers and training participants to feed into monitoring reports and programme evaluation;
- Attend internal and external meetings and training, where necessary;
- Undertake flexible working hours, including occasional weekends and evenings;
- Travel across Devon;
- Abide by the Thriving Workplace Partnership's policies and procedures;

Please note: this post is subject to an enhanced DBS check

PERSON SPECIFICATION

E = Essential and must be able to demonstrate

D=Desirable

Attitude and Values

- Awareness of the diverse backgrounds, learning styles and needs of learners (E)
- Strong commitment and motivation to improving the lives of people with mental health challenges (E)
- Demonstrable strength-based values and approach (E)

Experience

- Experience and ability to design and deliver high quality training (E)
- Experience of delivering high quality training to a variety of audiences (E)
- Lived experience of mental health challenges (D)

Competencies

- Excellent organisational skills (E)
- Proactive in seeking new challenges and opportunities (E)
- Excellent interpersonal and communication skills (E)
- Exceptional verbal and written communication skills (E)
- Exceptional presentation skills (E)
- Excellent IT skills with the ability to use Outlook, Word, Power Point, social media, databases and spreadsheets proficiently (E)
- Ability to travel with use of own car (E)

Knowledge

- Expert knowledge about mental health issues (E)
- Knowledge of equal opportunities and disability discrimination legislation (E)



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Qualifications

- Training/ teaching qualification e.g. Award/ Certificate in Education & Training (E)
- Qualified as a MHFA instructor with MHFA England (D)