



Training Programme Lead

Job Title: Training Programme Lead

Location: The Cellar Trust, Fairfield Road, Shipley, BD18 4QP/ homeworking (see below)

Responsible to: Head of Client Services

Hours of work: Part time: 30 hours per week

Salary: £24,635 - £27,635 per annum, pro rata

Contract: Permanent

Holiday allowance: 25 days per year plus bank holidays, pro-rata

Informal enquiries: Linda Haynes (Head of Client Services): linda.haynes@thecellartrust.org

Applications to: Stephen Whiting (HR Administration): stephen.whiting@thecellartrust.org

Closing Date: Tuesday 14 July 2020, 12:00pm

Interview Date: Friday 24 July 2020

General

The Cellar Trust is an equal opportunities employer and applications are welcome from all sections of the community, particularly BAME and LGBTQ communities who are underrepresented within the organisation.

We are a Disability Confident employer, and offer a guaranteed interview to candidates with a disability who meet all the essential criteria in the person specification. If you would like to request a guaranteed interview because of a disability, or you would require any reasonable adjustments at the interview stage of the recruitment process, please specify this in your application.

Please note that CVs will not be accepted and applicants must use the Experience section of the application form to state how they meet all of the essential criteria in the person specification. The application form and related forms can be found on our website: <https://www.thecellartrust.org/about-the-cellar-trust/working-for-us>

If you would like a copy of the application form and related documents in another format, such as a paper copy, please contact Stephen Whiting (stephen.whiting@thecellartrust.org).

Only applicants invited to interview will be informed – if you have not been contacted within two weeks of the closing date then you have not been shortlisted. Feedback will only be given to applicants who are unsuccessful at interview stage. If you would like to request any reasonable adjustments at interview stage of the recruitment process, please specify this in your application. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check.

Job Purpose

We are looking for a Programme Lead, who is passionate about mental health, for a new and exciting role at The Cellar Trust.

The purpose of the role is to establish and lead a programme of work in the Bradford District aiming to develop mental health awareness and competencies across a range of organisations, through a range of training and development opportunities.

This role is varied and will require you to manage a busy workload, alongside working strategically to build relationships with colleagues across the District as well as within the organisation.

You will have evidenced experience of delivering complex projects and be confident developing new relationships and partnerships. You will ideally have experience of developing and delivering training.

This role will require a high degree of self-direction and creativity; therefore, you must be highly motivated, proactive, resourceful and have a flexible approach.

You will be required to travel to meetings across the District, and potentially across West Yorkshire.

Role responsibilities

- To establish, facilitate and co-ordinate a mental health training network which brings together a range of mental health and wellbeing training providers;
- To comprehensively map the available collective training offer;
- To assess and identify current and future mental health and wellbeing training gaps and need for the district;
- To develop effective plans for meeting on-going need and work with colleagues inside the organisation or through the network to develop new training as required;
- To ensure delivery of training through a range of subject, audience and topic appropriate methods, including remote delivery (on-line) and individual/group face to face;
- To deliver a service that is proactive in responding to changes in demand, trend and need; this includes rapid change in responding to COVID-19;
- To ensure that the training offer is culturally competent and, where possible, delivered by a workforce which is reflective of the population demographics and includes the voice of lived experience;
- To work with colleagues inside and outside the organisation to commission or develop new training as appropriate;
- To develop a quality assurance framework to ensure that high quality training is delivered across the district;
- To develop a programme of marketing and communications, under our district mental wellbeing brand of 'Healthy Minds', to raise awareness of the collective training offer;
- To establish a monitoring and evaluation framework for the training to ensure that outcomes can be met and demonstrated;
- To work with partner organisations to ensure the sustainability of the project
- To work with a digital team to develop a training platform that can host varied and digitalised training;
- To work as part of The Cellar Trust leadership team.

Job Location – COVID-19

Due to the COVID-19 pandemic The Cellar Trust office is currently closed and all staff are working from home with most services and functions continuing as normal. We are unclear at this stage when we will be able to resume normal operations and have staff on site. Therefore, it is likely you will be required to work from home for the start of your contract. This will include having a virtual induction and training via telephone, email and video calls. We will work towards getting our staff back in to the office as soon as we can, however we cannot predict when that will be. Therefore, you will need to have a suitable space to work at home, with access to the internet and the ability to make confidential calls and attend virtual meetings. You will be provided with all equipment necessary to do this.

Accountability

- Responsible to the Head of Client Services;
- In the first instance this role will not have any direct reports, however, over the period of the coming year, a Trainer and Administrative Assistant will be appointed to support the programme.

Person specification

All aspects of the person specification will be assessed through the application form with additional questions at interview stage. Please ensure that all of the criteria is addressed in your personal statement with examples/evidence for each aspect of the role.

Criteria	Essential	Desirable
QUALIFICATIONS	Degree or equivalent experience.	Project Management qualification.
EXPERIENCE	At least three years' experience of project management or working in a role which has required you to manage complex projects.	Experience of developing and delivering training.
	Experience of establishing effective partnership working with a range of external partners.	Experience of working in mental health.
	Experience of developing or working within quality management frameworks.	Experience of developing communications or marketing materials.
	Experience of developing and monitoring outcome measures.	
	Experience of leading and managing people.	
SKILLS	Project management skills.	
	Leadership and people management skills.	
	Excellent IT skills.	
	Excellent written, verbal and non-verbal communication skills including the ability to present confidently to large groups.	
	Strong influencing skills.	
	Understanding of data protection.	
PERSONAL ATTRIBUTES	Commitment to working in line with and championing The Cellar Trust values.	
	Self-motivated with the ability to work independently.	
	Demonstrable commitment to continuous professional development.	
	Flexible approach.	
	Energy, enthusiasm and commitment.	
	Ability to maintain a healthy work/ life balance.	
	Passionate about mental health and improving the wellbeing of people in the district.	
OTHER	Ability to work occasional weekends/evenings.	
	Willing and able to travel to a range of locations.	