



Training Facilitator

Job Title:	Training Facilitator
Location:	The Cellar Trust, Farfield Road, Shipley BD18 4QP / homeworking (see below)
Responsible to:	Training Programme Lead
Hours of work:	Part-time: 22.5 hours per week (3 days)
Salary:	£20,035 pro rata per annum
Contract:	Permanent
Holiday allowance:	25 days per year plus bank holidays, pro-rata
Informal enquiries:	Anthony Burnham, Training Programme Lead (anthony.burnham@thecellartrust.org)
Applications to:	Jayne Allen, HR Administration (Jayne.allen@thecellartrust.org)
Closing Date:	Wednesday 27 th January 2021
Interview Date:	Wednesday 3 rd February 2021

General

The Cellar Trust is passionate about ensuring a diverse and inclusive workforce and environment. We welcome applications 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. If you would like a copy of the application form and related documents in another format, such as a paper copy, please contact Jayne Allen (Jayne.Allen@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 an experienced trainer, who is passionate about mental health and supporting others to learn, for a new and exciting role at The Cellar Trust supporting our Mental Health Training Programme and associated workstreams. We are a dynamic and growing charity with approximately 60 staff and 20 volunteers to support.

The purpose of the role is to deliver a range of mental health-related training to:

- Individuals within the Bradford District who may be struggling with their own mental health as part of wider regional community mental health strategy.
- Organisations who wish to improve mental health awareness and understanding across their workforce.

You will be experienced in delivering training within community settings both in person and digitally, to a wide range of audiences from members of the public to senior managers and clinicians. In the light of changes due to the Covid-19 pandemic, you must also have a proven level of digital competency, including the ability to host and manage online course delivery.

You must have excellent IT skills, be able to handle sensitive information confidentially, and have very good attention to detail.

As a values-driven mental health charity we are also looking for someone who is passionate about mental health and making a difference.

Job Location – COVID-19

Due to the COVID-19 pandemic the majority of staff are, in the main, working from home with most services and functions continuing as normal. Therefore, it is likely you will be required to work from home for the start of your contract and this may include having a virtual induction and training via telephone, email and video calls. Subject to the appropriate safety measures being in place, there may be a requirement for some face to face delivery for specific groups of delegates.

We are unclear at this stage when we will be able to resume normal operations 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 Training Programme Lead.
- No direct line management responsibility.

Key Duties and Responsibilities

- To work with the Mental Health Trainer to actively develop and deliver a range of mental health-related training, using audience and topic appropriate methods, including remote delivery (online) and individual/group face to face.
- To develop and deliver training which is responsive to changes in demand, trend and need; this includes rapid change in responding to COVID-19.
- To ensure that all training and development delivered utilises a consistent monitoring and evaluation process to ensure that outcomes can be met and demonstrated.
- To ensure all Cellar Trust training material and content is kept up to date and follows specified governance and change management processes and procedures.
- To work with colleagues across The Cellar Trust who are also involved in developing and delivering training.
- To work with colleagues to offer bespoke training sessions to support the development of staff members.
- To liaise with other partner organisations (Voluntary and Community Sector and public sector) delivering training as part of the District's Healthy Minds training network.
- To undertake other general administration support where needed.
- To deal with sensitive information with professionalism and maintain confidentiality at all times.
- To undertake all mandatory training.
- To undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.
- To work within all Cellar Trust policies and procedures including equality and diversity, health and safety, confidentiality and data protection.

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 below are addressed in your personal statement with examples/evidence for each aspect of the role.

Criteria	Essential	Desirable
QUALIFICATIONS	GCSE English and Maths Level 4 or above, or equivalent experience.	Training and / or qualifications in IT systems e.g. Excel, Word, PowerPoint.
SKILLS & EXPERIENCE	Experience of developing and delivering high quality training courses, sessions and associated learning resources.	Experience of working in a mental health setting.
	Experience of delivering training to a range of audiences at different levels including leaders and managers.	Experience of leadership and management training.
	Experience of delivering training digitally.	
	Excellent IT skills including good knowledge of Outlook, Word and Excel and video platforms such as Zoom, Microsoft Teams etc.	
	Excellent written, verbal and non-verbal communication skills including the ability to present confidently to large groups and engage with a range of stakeholders and partner organisations (at different levels).	
	Strong organisational skills including effective time management and multi-tasking, and the ability to be flexible/manage competing demands.	
PERSONAL ATTRIBUTES	Committed, passionate and enthusiastic about the work of The Cellar Trust, and to working in line with and championing its values.	
	Commitment to work as part of a team including being prepared to work on tasks outside of immediate job description.	
	Good attention to detail.	
	Self-motivated with the ability to work independently.	
	Demonstrable commitment to continuous professional development.	
	Flexible and proactive approach, including the ability to respond positively to change.	
	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 as required.	
	Willing and able to travel to a range of locations.	

Working with us

There aren't many people who can say that their job changes and saves lives. At The Cellar Trust, we can! We are a small but growing local mental health charity based in Shipley and have been supporting people from Bradford, Airedale, Wharfedale and Craven for over 30 years. We deliver lots of brilliant services to give people a helping hand with their mental health, but whatever your role is within the organisation, you will have the chance to make your mark, and see the impact of the work you are doing.

We already do great work (even if we do say so ourselves) but we always want to be better and that means that we constantly innovate and improve. We also have lots of exciting plans for the future so that we can deliver even better services, and reach more of the people who need us.

We want The Cellar Trust to be a great place to work which means that we understand the importance of work-life balance. 80% of our Cellar Trust team work part-time and most of our team also have flexible working arrangements, so whatever the role is, we are open to chatting about working patterns. We also want our team to flourish – so we are committed to you as an individual and helping you to learn, develop and grow along your career path.

We are looking for people who are driven by values, passionate about mental health, and want to use their skills and experience to help us to deliver exciting change.

Our values

Our values are at the heart of everything we do so we are looking for people who can live these through their work:

Diversity

- We are all different but equal.
- We value and respect each other.
- We will not tolerate discrimination or stigmatization.

Hope

- We believe in individuals.
- We don't give up.
- We believe in brighter futures for all

Continuous improvement

- We build on strengths.
- We believe things can always be better.
- We promote independence.

Dedication

- We are relentless in our quest.
- We are passionate about our work.
- We go the extra mile.

Partnership

- We believe in great team work.
- We believe in partnership and integration.
- We are excellent partners.

What can we offer to you?

We think there are six big things which makes The Cellar Trust a great employer:

- **We change and save lives.** How many people can say that the work they do every day has this sort of impact? Whatever your role here you will see the direct contribution to what we do and the difference that makes.
- **We are flexible.** We know that a work/life balance is essential so there are opportunities for flexible working hours.
- **We are a lovely team....** even if we do say so ourselves. Have a look at our website for more on what our colleagues say about working here.
- **We invest in your success.** We are passionate about individuals and teams flourishing so we invest in ongoing personal and professional development, and look for opportunities for people to embrace their skills and passions.
- **We're innovators.** We believe in continuous improvement and are always looking for ways to be at the cutting edge of delivery – and everyone in our organisation has an opportunity to input into and drive that innovation.
- **We work in partnership.** When you work for The Cellar Trust you are part of our team, but we have strong partnerships with lots of other organisations from the NHS and local authority to other charities and businesses. That means that you will have a chance to get a broad range of experience.