



Training Facilitator

Location:	The Cellar Trust, Farfield Road, Shipley BD18 4QP
Salary:	£22,635 FTE per annum pro rata (£18,108 per annum for 30 hrs per week)
Hours of work:	Part time: 30 hours (4 days) per week. Flexible working options considered.
Contract:	1 year fixed term contract
Holiday:	25 days per year plus bank holidays pro rata
Responsible to:	Training Lead
Informal enquiries:	David Grant-Roberts (Head of Service) david.grant-roberts@thecellartrust.org
Closing date:	Wednesday 29 June 2022*
Interview date:	Thursday 07 July 2022* (including a short presentation)

**Please note that we encourage early applications for this vacancy as we may withdraw before the closing date if a high level of applications are received.*

Working for the Cellar Trust isn't about having a job – it's about changing and saving lives. We are a mental health charity that supports people across Bradford, Airedale, Wharfedale and Craven, delivering brilliant services to give people a helping hand with their mental health. Whatever your role is you will have the chance to make your mark and see the impact of your work.

The Role

We require an experienced facilitators to develop and deliver our range of mental health training to a range of clients, including health & social care, public sector, businesses and to groups of individuals who currently use The Cellar Trust's services. The role will involve travel to various locations across West Yorkshire, where you will be required to deliver face-to-face training sessions at our clients' premises. You will also be required to deliver some sessions remotely using video software such as Zoom or MS Teams.

Who you are

You have experience of facilitation and training delivery, working in mental health and supporting clients to find positive solutions to promote wellbeing. You are passionate about helping others and are able to draw on your own lived experiences of mental health problems to support others. You are experienced in and skilled at working with clients in group sessions.

What you will do

- 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
- 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 delivering training.
- To travel to external client to deliver training within their premises; to comply with their policies and regulations whilst working on their site.
- 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.	

How to Apply

To apply for this post please complete our application form and send to recruitment@thecellartrust.org at your earliest convenience before the closing date. Please note, we encourage early applications as we may withdraw this vacancy before the closing date, if a high level of applications are received.

If you wish, you can also include your CV but this is not compulsory.

If you would like a copy of any of the recruitment documents in another format, such as a paper copy, please email recruitment@thecellartrust.org. Only candidates invited to interview will be informed and due to the volume of applications received we may only be able to give feedback to people who are unsuccessful at interview stage.

The Cellar Trust believes in equity and we celebrate diversity. We are an inclusive workplace, where everyone is welcome and supported to be themselves. 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, please specify this in your application.

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.