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**Job Title: Trainer**

**Hours of Work**: 37.5 hours per week (would consider P/T - Minimum 30 hours)

**Leave:** 25 Days Per Annum (plus bank holidays) Pro-Rata for P/T

**Responsible to:** Chief Executive/Business Development Advisor

**Salary**: £30,000 per annum.

**Job Summary:**

* To deliver high quality training subjects within mental health and other subjects, across a range of levels, where experience and knowledge will add support.
* To establish Norton Housing and Support (NH&S) as a training organisation to be trusted.
* To be responsible for assessing external demand for training and delivering bespoke courses in line with need. Maintaining and developing client relationships and ensuring all courses run successfully and efficiently.
* To meet clear qualitative and quantitative objectives within a robust timeline.

**Main Duties:**

* To deliver internal and external training in a number of mental health/support/care subjects, to include, amongst others:
* Mental Health Awareness
* Mindfulness
* Mental Health First Aid Training
* Peer Support Training
* Stress Management
* Managing mental health in the workplace
* Dealing with stress/anxiety
* Self-harm
* Suicide prevention
* Peer Support Training
* Risk assessment/Support Planning
* Via strong partnership working and effective market research, identify and deliver new (in demand) external training courses on behalf of NH&S in order to strengthen partnership working and yield additional income streams.
* Work with NH&S Operational Management Team to identify and deliver a number of In-House staff training packages, providing support and guidance to all learners.
* Work with members of OMT to set up peer support groups, along with associated training programmes.
* To be responsible for all external training sessions and be the key contact for engaging with new businesses and booking new learners onto courses. To ensure that all bookings are completed efficiently and effectively, producing statistical data as required.
* Carry out all general administration for training sessions, e.g. evaluation forms.
* Deliver all training sessions with professionalism, enthusiasm, articulation and confidence.
* Deliver all training sessions within an agreed timescale that meets a customer and learner’s need.
* Have a strong background in health, housing and social care with a great emphasis on and proven experience of mental health.
* Be passionate about our sector and want to share your knowledge and experience through delivery of subjects, maintaining a high skill level in training and supporting our learners and clients to achieve exceptional results.
* Represent NH&S at external meetings and deliver professional and engaging presentations on our behalf, being an excellent ambassador for the association
* Ensure effective safeguarding of participants during training delivery.
* To produce a monthly training report for submission to the Business Development and Partnership Advisor, and to assist in writing reports and plans which inform training decision making at Senior Management and Trustee levels.
* This role will need to be worked flexibly, this will inevitably mean an element of evening and weekend working.

**General Duties**

1. To work at all times in a professional and responsible manner.
2. To promote NH&S externally to raise the profile of the organisation and facilitate referrals for training.
3. To follow NH&S and multi-agency policies and procedures regarding the management and reporting of any safeguarding concerns.
4. To maintain records of expenditure, and ensure that expenditure remains within budget. To assist the budget setting process when required.
5. To attend Team Meetings and other meetings as required including Management Committee Meetings.
6. To work as part of a wider NH&S team.

8. To be able to manage time and projects effectively and efficiently and respond to shifting priorities and workloads with ease.

1. To work within the policies and procedures of NH&S.

10. To act always in a professional manner, respecting the needs of colleagues and co-workers, working collaboratively to ensure a harmonious work environment and following the NH&S code of conduct at all times.

11. To take on additional responsibilities or other reasonable duties as agreed with the Chief Executive/Business Development and Partnerships Advisor, appropriate to the skills and competencies of the role.

**Data Protection and Confidentiality:**

To work within the confidentiality and data protection policies and procedures of Norton Housing and Support, in particular by;

* Ensuring confidential information is kept in a secure location and not relayed to unauthorised personnel.
* Protecting computer systems from unauthorised access – e.g. maintaining the security of your password, not bypassing security software.
* Promptly reporting to your Line Manager any data breaches that you become aware of.

July 2019