

Job Description

JOB TITLE	Sessional Trainer
REPORTS TO	Training Services Manager
SALARY	£9.74 - £11.28 per hour
CONTRACT TYPE	Sessional (Bank Staff)
BASED FROM	Regional and National locations
TERMS OF SESSIONAL WORK	If successful at all stages of the recruitment process, you will be placed on the staff bank and contacted as delivery opportunities arise.

PURPOSE OF THE ROLE

To act as a role model; delivering training events and programmes to businesses and organisations locally, regionally and nationally.

To facilitate and deliver a variety of training events and programmes that ensure delegates, partners and colleagues, are provided with a range of tools to better manage their own and other peoples' health and wellbeing, promote healthier lifestyles and raise their awareness and knowledge of the particular subject matter.

PRIMARY RESPONSIBILITIES

MAIN DUTIES	<p><u>Group Delivery</u></p> <p><i>Trainers will be responsible for the effective delivery of KPG training events and programmes locally, regionally and nationally. Delivering in accordance with prescribed and bespoke curriculums, resources and quality standards, they will support and coach participants to increase their knowledge, and achieve the associated outcomes for each training package</i></p> <ul style="list-style-type: none"> • Assist in the development and delivery of training events, programmes and other elements of the service in a manner that engages and interests all participants • Ensure at all times that information and/or key messages are expressed in a way that is clear, accessible to all and factually correct • Tailor delivery to meet the participant's needs and learning styles • Create a constructive and confidential learning environment to maintain confidentiality • Effectively manage group dynamics, ensuring everyone is given the opportunity to actively participate in the programme, ensuring participant confidentiality at all times • Utilise coaching techniques to facilitate positive discussions to enable the group to solve problems/challenges for themselves and to constructively address individual or group perceptions/opinions
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Programme Promotion and Planning

Trainers help promote programmes locally and nationally and support the Training Services Manager to co-ordinate and plan their service delivery responsibilities.

- Support the Training Services Manager in research and identifying possible training contacts
- Assist in initial assessments with organisations in an engaging and informative manner that promotes participant retention
- To deliver high quality face to face and online training products
- To provide face-to-face and where appropriate, telephone and/or online support in response to escalated training enquiries
- Promote KPG training events and programmes locally and nationally, distributing marketing literature as appropriate
- Support the promotion of training events and programmes by attending events as and when required
- Liaise with professionals to promote and generate orders for training events and programmes
- Plan, support, assist with, schedule and promote programmes in collaboration with the Training Service Manager and other in-house and sessional trainers.
- To assist the Training Services Manager with the recruitment and coordination of Sessional Trainers to ensure good availability of competent trainers in order to maximise sales.

Supporting and Recording of Training Activity

Through each stage of the programme, the trainer captures contract-specific data in order to monitor outcomes, assure quality and comply with reporting requirements.

- Measure, monitor and report on training activity and programme performance as required
- Ensure records of participant attendance is thoroughly captured and recorded in a timely and secure manner, with due reference to GDPR and performance targets
- Reflect on practice to assess progress, celebrate success and explore activities that help to improve the programmes and support sustained improvement in participants own and other people's health and wellbeing.

Self-development & Continuous Improvement

To ensure the programme and activities we deliver are effective and to the highest standards, Trainers are expected to proactively contribute ideas for service improvement and actively and satisfactorily participate in initial training and continuous professional development activities to ensure they maintain up to date relevant skills for their role.

	<ul style="list-style-type: none"> • Attend and participate in both initial training and ongoing continuous professional development interventions to acquire and develop relevant professional competence • Maintain up to date and relevant knowledge and skills through proactive continuous professional development activities • Suggest design improvement, or adaptations, or additions to service delivery, through constructive feedback to the Training.
<p>GENERAL</p>	<ul style="list-style-type: none"> • The post holder is required to stay overnight in hotels as required by the needs of the service. • At all times, address internal and external enquiries in a professional manner; courteously addressing internal and external customers, showing sensitivity towards those who may have mental health issues and challenges. • To attend and fully participate in internal and external meetings and events as required by the role and as agreed by the organisation. • Undertake a proactive role in personal development through Continuing Professional Development (CPD) and undertake an active role in training and development as required and agreed by the organisation and which is foreseen as commensurate to carrying out the role and duties • To participate and engage positively in regular supervision and the Performance Development and Review (PDR) scheme • In addition to the duties and responsibilities listed you may be required to perform other duties assigned by your line manager from time to time. Such duties will be reasonable and in relation to your skills, abilities and development needs. • At all times, maintain organisational, client and employee confidentiality and adhere to the General Data Protection Regulations and any subsequent legislation which supersedes said Act • Undertaking all duties and acting at all times, in accordance with the organisation's Policies and Procedures, particularly in respect of Equality, Diversity & Inclusion, Dignity & Respect, Confidentiality and Health & Safety.
<p>CONDITIONS OF EMPLOYMENT</p>	
<p>Wherever you are initially based, it must be recognised that the company reserves the right, giving reasonable notice, to relocate the post holder, dependent on the requirements of the organisation, at any time. All employees MUST abide by the Terms and Conditions as per the Staff Handbook and Equal Opportunities Policy document.</p>	
<p>The organisation reserves the right to alter the content of this job description to reflect changes to the job or services provided without altering the general character or the level or responsibility.</p>	
<p>Holidays: 28 days per year, pro rata.</p>	

Person Specification

Applicants should ensure that they address the requirements of the post within their application.

QUALIFICATIONS	ESSENTIAL	DESIRABLE
Good general level of education	✓	
Qualified Mental Health First Aid Instructor		✓

EXPERIENCE	ESSENTIAL	DESIRABLE
Experience of working with individuals or groups to achieve behavioural or lifestyle changes	✓	
Experience of delivering individual or group based health or advice and guidance interventions	✓	
Experience of working with people experiencing emotional ill health		✓

KNOWLEDGE & SKILLS	ESSENTIAL	DESIRABLE
Excellent understanding of the concepts of “wellbeing”, “self-help” and “positive mental health”	✓	
Good understanding of health and safety priorities and risk management when working in the community	✓	
A creative and dynamic approach to promoting better mental health and wellbeing in the community	✓	
Excellent time management and organisation skills	✓	
Able to work flexibly, on own initiative and to shifting priorities	✓	

ESSENTIAL BEHAVIOURS	
Self-awareness	Able to identify and maintain awareness of own values, principles and assumptions and is able to learn from experiences
Compassion	Understands and is sensitive to cultural and personal differences while interacting with others
Striving for Excellence	Focused on delivering the best possible service, consciously seeking out and implementing improved ways of working
Proactivity	Sets high standards for oneself and others; guiding, motivating and developing to achieve high performance and meet the organisation’s mission, objectives and statutory obligations
Building & Maintaining Relationships	Develops rapport and works effectively with a diverse range of people, sharing knowledge and skills to deliver shared goals
Communicating and Influencing	Presents information and arguments clearly and convincingly so that others see us as credible and articulate, and engage with us
Responsible use of Resources	Takes personal responsibility for using and managing resources effectively, efficiently and sustainably
Grit and Resiliency	Flexible and adapts positively to sustain performance when the situation changes, workload increases, tensions rise and priorities shift.