****

**Registered Charity No 1165574**

Job Description

|  |  |
| --- | --- |
| **Role Title** | Trainer/Facilitator |
| **Location** | 7-8 Cathedral Lane, Truro |
| **Post reports to** | Training & Professional Development Lead |
| **Contract Type** | Employed or Sessional considered – to be agreed |
| **Pay** | £27,000pa/pro-rata employed or £125/day sessional |
| **Hours** | Minimum 0.2FTE (7.5 hours per week) at start with potential for additional hours as the service develops |
| **Other Considerations** | * Other benefits include funded CPD and opportunities to gain new qualifications; supervision; workforce wellbeing activities including trauma-centred, trauma-sensitive yoga and tai-chi movements for wellbeing * Probation period of6 months, with interim review after 3 months * All successful applicants will be required to have an Enhanced DBS check |

**Purpose and Scope of the Role**

As a trainer/facilitator at CLEAR you will be part of an exciting new service working with businesses and organisations to support wellbeing, attendance and productivity at work. This is an important part of our prevention work and also aims to generate income for the charity to reinvest in our therapy and counselling services.

We have many opportunities to use our professional knowledge, skills, and assets to expand our training offer to provide an understanding of mental health and emotional trauma, how this impacts on the workforce and how this can be managed and supported.

We are looking for an experienced and qualified trainer who has worked with adults and children in an educational / training capacity and is interested in developing their skills to support the charity’s mission. Whilst initial engagement is for 1 day per week, we anticipate that hours of work will increase quite quickly as our new services develop.

**Key Tasks and Responsibilities:**

**Delivery of Training:**

* Work with the Training & Professional Development Lead with an initial focus on delivering courses and workshops connected to:
  + Safeguarding Children and Vulnerable Adults
  + Understanding trauma
  + Mental health in the workplace
  + Positive Emotional Wellbeing
  + Developing Peer Support Programmes
* Liaising with trainees where appropriate to effectively deliver training
* Management of resources needed for individual training
* Supporting effective evaluation of training delivered

**Development of Training:**

* Working with the Training & Professional Development Lead, to develop new training offers, responding to needs of employers and, where relevant, schools and colleges
* Develop written and virtual resources
* Planning, promoting and, where needed managing bookings for training

**Personal Development:**

* Undertake personal and train the trainer training as needed for ongoing delivery by CLEAR
* Support your own Continuous Professional Development and engage in opportunities arising through CLEAR

**General Duties**

* Undertake any other tasks deemed necessary so that the training service is effective and well managed
* Follow the Charity policies and procedures
* Undertake other reasonable tasks as required

**This role may be reviewed and amended, by agreement, subject to the needs of service users, the organisation and funding.**

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Essential** | **Desirable** | **Demonstrated By** |
| A minimum Level 3 training qualification. |  | Application Form  Interview |
| 3year+ experience of delivery of training / educational programmes | Knowledge and understanding of the charity sector | Application Form  Interview |
| Experience of delivering training in the context of mental health and/or emotional wellbeing | Understanding of mental health, trauma, abuse and its impact | Application Form  Interview |
| Excellent oral and written communication skills and the presence to communicate to a variety of audiences in a clear, inspiring, and confident way | Proven experience of delivering training online  Previous experience of delivering for business | Application Form  Interview/micro-teach |
| Ability to demonstrate excellent planning, prioritising and organisational skills |  | Application Form  Interview |
| Ability to work alone and effectively with another trainer(s) | Experience of working as part of a successful team. | Application Form  Interview |
| Excellent IT skills | Experience of using various systems for both administration and delivery of training | Application Form  Interview |

**February 2023**