
JOB DESCRIPTION

- Job Title -** Sessional Trainers – Health & Wellbeing
- Responsible to -** Mental Health Training & Development Manager
- Working relationships with -** Stakeholders including: Teachers, Senior Leadership Teams, Heads, Other Trainers, Schools, Colleges, Teaching School Alliances, Locality Teams, Statutory Services, Businesses, Voluntary Sector Service Providers. Internal: YMCA Staff, Trainers and Managers
- Job purpose -**
- To deliver a range of pre-written courses, workshops and presentations to schools and other settings linked to a locally approved competency framework
 - To monitor and deliver training which is up to date and considers any changes to legislation, research, and professional standards
 - To adapt content to the needs of delegates as appropriate
 - To familiarise, understand and keep up to date with services provided by YMCA Trinity Group
- Main tasks -**
- To assist in the design of innovative and exciting training sessions which accommodate all learning styles
 - To assist in amending and revising of programmes as necessary, to adapt to changes occurring in the work environment and needs of the delegates.
 - To ensure policies and procedures are referred to in any training and any suggestions for amendment are referred to the relevant department in line with the YMCA quality framework
 - To manage the planning and delivery of each

session to a high standard

- To ensure quality of service is maintained and improved by carrying out evaluations following all training and following up any delegate questions
- To adhere to the Local Safeguarding Board and YMCA Trinity Group policies for safeguarding ensuring that child welfare is always paramount, liaising with the Safeguarding Lead regarding any concerns.
- To follow YMCA Trinity Group policies and procedures, and agree to the mission and values of the organisation
- To maintain a robust and timely level of reporting and monitoring, utilising given tools and templates.
- To enable service users to participate in the design, delivery, and continuing development of services.
- To liaise and respond to any correspondence and tasks as directed by YMCA Staff in a timely manner.
- Attend one developmental meeting every quarter to assist YMCA Staff with procedural/training development.

Other Tasks -

- To carry out any other tasks that may be required from time to time in accordance with the post holders' capabilities
- To participate in reviews of practice and procedure and implement any changes agreed, working within the agreed YMCA quality framework
- To keep up to date with evidence-based knowledge, skills and current legislation around the training topics.
- To continually develop own professional knowledge and skills in line with best practice.
- To actively encourage clients to continue learning and promote our other services and those of identified partners.

Personal Specification

Experience	Essential	Desirable	Useful
Experience of working with young people with complex mental health needs	✓		
Experience in delivering training	✓		
Experience in delivering presentations to adults and young people	✓		
Experience of providing mental health services to young people	✓		
Experience of working in a multi-agency setting	✓		
Experience of working in schools	✓		
Experience to enable delivery of a range of courses as shown on our website	✓		
Experience of preparing and delivering training and promotional materials for different target audiences	✓		
Sound knowledge of mental health research/tools	✓		
Skills and qualities	Essential	Desirable	Useful
Ability to communicate and adapt to learning styles and delegate needs	✓		
Understands the principle, and knows the limits of confidentiality	✓		
A good understanding of the safeguarding agenda and is able to recognise the limits of own authority within the role	✓		
A good understanding of the mental health agenda and current thinking, including whole school/setting approaches to mental health and wellbeing	✓		
Excellent organisational and presentation skills	✓		

YMCA enables people to develop their full potential in mind, body and spirit. Inspired by, and faithful to, our Christian values, we create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.

Computer literate and confident in using software including Microsoft Office Packages	✓		
Excellent written and verbal communication skills	✓		
Ability to respond to enquiries and challenges relating to training content	✓		
Qualifications	Essential	Desirable	Useful
Possess a Level 4 or equivalent in Counselling, Play/Art Therapy or Cognitive Behavioural Therapy or equivalent	✓		
Possess an Award In Education or PTTLs qualification; or Qualified Teacher Status		✓	
Possess a CTTLs qualification		✓	
Other	Essential	Desirable	Useful
A current driving licence and access to a car for work	✓		
Ability to work flexibly, including school hours and some weekends and evenings on a sessional basis	✓		
Commitment to professional development	✓		
Access to a laptop/tablet and other materials to deliver presentations	✓		
Be registered as self-employed and have relevant insurance (or willing to ahead of any work)	✓		

TERMS AND CONDITIONS

Hours of work

You will be added to our pool of senior trainers and expected to work as and when required/mutually agreed. Sessions vary in length from one-hour workshops to three day courses.

Salary	Train The Trainer delivery - £30-£35ph (self-employed); £26-£31ph (payroll). Other training - £20-30ph (external) £15-£25ph (internal)
Expenses	Paid if travel is required beyond 50 miles each way
Annual Leave	N/A included in hourly rate
Fixed Term contract	N/A
Sickness Leave, etc	N/A