Mental Health Trainer

## Job details

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| Job title: | Mental Health Trainer |
| Department: | Preventative Services |
| Location: | Remote working alongside nationwide travel with occasional overnight stays. |
| Reporting to: | Head of Ergonomics & Wellbeing |
| Job purpose: | * The successful candidate will help develop and deliver mental health workshops and webinars to our corporate customers. It is essential that the candidate can understand and process academic research and convert this to a training intervention. * The candidate will be required to deliver all of VHG’s existing mental health workshops: these are highly interactive and range from 30 minutes to 2 days. Common topics include stress; anxiety; depression; trauma; resilience; mindfulness; PTSD. * Part of the role may also include quality assurance activities such as reviewing and updating existing material and auditing. |
| Role and Responsibilities: | * To maintain professional registration and up to date knowledge of clinical practice which may involve maintaining a small caseload within the EAP or PTS service * To keep up to date with national developments in the fields of Mental Health and wellbeing * Formulate, implement and evaluate workshop programmes for Corporate Customers * To work alongside our account managers or directly with our corporate customers to plan, design and deliver training. * Prioritise, organise, and manage workshops in a manner that maintains and promotes high quality. * Deliver robust evidence-based workshops, demonstrating empathy, understanding, attention to detail, and a commitment to delivering a quality service. * Ensure that commitment to equality and diversity is reflected at all stages of project planning, delivery and evaluation, in line with agreed service standards. * To contribute to the review of existing courses in using course feedback and service need * Foster relationships with both internal and with third party organisations, that will support future income generation by developing and delivering high quality and bespoke training courses. * Complete all requirements relating to data collection within the service, including distribution and collection of evaluation forms * Keep coherent records of all workshop activity in line with service protocols. |
| Training and supervision: | * Attend clinical/managerial supervision on a regular basis as agreed with the Line Manager. * Participate in individual performance reviews and annual appraisals, developing and responding to clear professional objectives as agreed with the Line Manager. * Ensure mandatory training is maintained according to VHG policies and attend relevant conferences/workshops in line with identified professional objectives. * Keep up-to-date records in relation to CPD. * Where appropriate ensure that client confidentiality is protected at all times in line with the requirements of GDPR and the Data Protection Act. * Be conversant and comply with VHG’s Health and Safety Policy and report as necessary any untoward incident or hazardous event utilising the organisations reporting tools. * Be aware of and adhere to all VHG Policies and Procedures. * To adhere to VHG’s values and behaviours. |
| Additional information: | A full clean driving licence is desired. Some travel with occasional overnight stays may be required. |

## Person specification

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|  | **Essential** | **Desirable** |
| **Qualifications** | * Mental Health Professional eg. Registered Mental Health Nurse, CBT (HIT) therapist, Accredited Counsellor with 5 years post qualification experience | * Training/teaching qualification i.e. Cert-Ed, Level 3 Award in Education & Training, PTTLS, CTTLS, PGCHE |
| **Experience** | * Experience of delivering training/teaching effectively for 2 years or more * Experience of working in mental health services * Delivering Remotely via platforms such as MS Teams, etc. * Delivering Workshops in a Face to Face environment * Demonstrates high standards in written communication. | * Delivering to Corporate Customers with workshops of up to 50 attendees * Experience of working in Primary Care / IAPT services. |
| **Other** |  | * Ability to attend training remotely as required. * Ability to work from home when required (minimum 5mb download speed required). * Deliver Workshops in a Face to Face environment (subject Customer need and latest Government Guidance) |
| **Skills/knowledge** | * Highly competent at creating professional PowerPoint presentations * IT literate – intermediate level minimum. * Proficient in the use of PowerPoint, Excel and Word |  |
| **Specialist training** | * Demonstrates an understanding of common and more serious Mental Health Conditions including anxiety, depression, and PTSD and how it may present in a work setting. * Knowledge of psychological, social and biological models of mental health conditions * Demonstrates a knowledge of the issues surrounding work and the impact it can have on mental health/ benefits and employment systems. * Demonstrates an understanding for the need to use evidence based psychological therapies and how it relates to this post. | * Track record of creating and developing workshops in the area of Mental Health. |
| **Personal competencies and qualities** | * Interpersonal skills to engage and develop working alliances with customers and employees. * Excellent communication skills - written, verbal and non-verbal, and listening skills. * Evidence of an openness to learning new knowledge and skills. * High level of enthusiasm and motivation * Ability to work under pressure * Excellent time management skills * Emotionally sensitive and empathetic to customer attending VHG workshops. * Ability to research and update accurate information. |  |

# Version Control

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| Owner: | Human Resources | Review: | Annually | Classification: | 1 (Proprietary) |
| Author: | Human Resources | Version: | V1.1 | Status: | PUBLISHED |
| Date Published: | 08/06/2021 | Code: | TBC |  |  |

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| Version: | Date: | Summary of Changes |
| V1.1 | 03.12.19 | Document copied onto authorised VHG branded Policy Template (original had no coding) |
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