

Job Description

Job Title:	Mental Health and Well-Being Trainer/Coordinator
Hours (including working days)	22.5 hours per week, (days to be agreed)
Salary: Pro-rata/full time/part time	Salary: £21,600 - £24,000 pro rata (depending on experience)
Responsible to:	Wellbeing Services Manager
Responsible for:	N/A
Primary Base:	35 Market Place, Doncaster (currently staff are working from home)
Aim of the post:	To develop a marketing and training programme in order to increase our income from paid training delivery To ensure the timely delivery of existing training packages to a range of learners. To develop training packages/learning interventions and undertake evaluations
Main deliverables:	
<ul style="list-style-type: none"> • To deliver consistent high quality training packages such as Mental Health First Aid, Suicide Prevention, Stress Management and Resilience Training • Create content for standard and bespoke courses, updating these based as necessary • To actively promote the training opportunities offered by Doncaster Mind • To manage enquiries about Doncaster Mind training interventions • To develop a training marketing and publicity plan with support from senior management team 	
Main duties:	
Key Responsibilities	
<ol style="list-style-type: none"> 1. To develop and deliver existing training packages including preparation of topics and materials 2. To create content for standard and bespoke courses 3. Support learners to engage with the learning material 4. Analyse feedback from training courses and making suggestions for improvements 	

Client Focussed:

1. To work collaboratively with existing and potential clients; undertaking initial assessment of requirements
2. To plan, facilitate and evaluate training interventions
3. To review client feedback and monitor progress throughout the training intervention

Administrative:

1. Pre and post training administration
2. Promote links with corporate, statutory and other voluntary sector partners to increase paid for training opportunities
3. To support promote training interventions and manage enquiries
4. To ensure that all necessary paper work is completed in a timely and accurate manner

Volunteers:

1. To support volunteers

Other:

1. Undertake any other duties that may from time to time be reasonably required

Essential qualifications:

1. At least one year`s experience of training delivery, preferably delivering mental health related interventions
2. A recognised training qualification

The post holder will carry out any other duties, which are within the scope, spirit and purpose of the job as requested by the line manager.

If duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder.