

Post: Wellbeing Training Lead

Location: On client sites when possible and Homebased virtual delivery

Responsible to: Business Development Director

Responsible for: N/a

**Purpose of the post**

Mind in Bradford are in the early stages of developing a training and consultancy service to provide mental health awareness and wellbeing programmes to both public and private sector organisations.

This is a client facing role with the primary purpose to deliver training to public and private sector clients. There will also be the requirements of account managing clients, sales growth and supporting with new product development including designing, developing and enhancing training packages.

A good knowledge of mental health issues and wellbeing topics is essential. The ideal candidate should have a strong personal desire to combat the stigma associated to mental health in organisations and be able to demonstrate this.

**Key duties**

* To work with the Business Development Director & Service Manager to actively develop and deliver a range of mental health related training, using appropriate methods, including remote delivery (online) and individual/group face to face.
* Contribute to the design of interactive training packages that meet a number of learning styles, to be delivered face to face and/or online.
* Deliver trainings to individuals at all levels within client organisations, be able to respond to the questions they may have and understand the challenges they face.
* Provide consultancy and guidance to organisations looking to improve policies, procedures, culture etc. around mental health within the workplace.
* Deliver all work to agreed timescales and budget, ensuring all programmes enhance the client experience.
* Deliver trainings both in person and online and be comfortable facilitating in both settings.
* Manage administrative tasks, in line with agreed processes, as required.
* Maintain strong relationships with clients to build out potential leads.
* Support with sales and marketing activities as required.
* Keep up-to-date with the latest developments in the field of mental health and workplace wellbeing, including research and analysis to ensure product suite and materials are updated.
* To ensure that all training and development delivered utilises a consistent monitoring and evaluation process to ensure that outcomes can be met and demonstrated.
* To represent the Mind in Bradford brand appropriately
* To undertake any new, reasonable duties that arise as per business need.
* Be familiar with the Mind in Bradford ‘Code of Conduct’ and ensure that it is followed at all times both by staff, volunteers and clients.
* Participate in supervision and internal/external staff development including mandatory training related to the role.
* To take responsibility, with colleagues, for ensuring that all Health and Safety, Safeguarding, Information Gathering and Equality & Diversity requirements are met and all other Company policies complied with.
* Attend and input to regular team meetings.
* Ensure understanding of and compliance with all Mind in Bradford policies and procedures.
* Work in alignment with the aims, objectives, and core values of Mind in Bradford.

Undertake any other duties or tasks deemed necessary as determined by the Business Development Director

It is Mind in Bradford’s policy to make reasonable adjustments to enable those with disabilities to undertake the above.

**Our organisation**

Mind in Bradford is a registered charity with a clear purpose to promote mental wellbeing and empower and help people experiencing mental health problems to manage and work towards recovery and fulfilment. We do this through:

* Building community and individual resilience for better mental wellbeing
* Providing early intervention advice and support
* Supporting people in crisis
* Empowering and helping people to recover and sustain improved wellbeing.

Mind in Bradford is currently heavily reliant on contracts and grants to maintain vital services. As an organisation the Business Development function has been established to identify opportunities to diversify income streams and capitalise on the current awareness around mental health.

**Our values**

Our team is committed to five values which underpin everything we do:

**Partnership -** We work in collaboration with national Mind colleagues, commissioners, and fellow service providers to make the biggest positive difference to the largest amount of people possible.

**Inclusivity** - We reach out to and welcome the diverse communities we serve, providing a hopeful, helpful, caring and safe environment for all who need it.

**Empowerment** - We value and respect each individual, empowering, encouraging and helping those who use our services to regain greater control over their lives.

**Excellence -** We evidence and understand the outcomes and benefits we deliver, and continuously look to improve and innovate with input from those who use, commission and review our services.

**Responsibility** - Raising money responsibly, spending it wisely, and taking responsibility for maximizing the positive impact we make.

**Person Specification**

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **QUALIFICATIONS** |  | * Mental Health First Aider qualifications * Trainer qualification/ equivalent * Other relevant accreditations (e.g. mindfulness practitioner) |
| **EXPERIENCE** | * Experience of using Microsoft office package * Experience of producing and delivering trainings online and in person * Successful track record of customer relationship management * Experience working with and delivering trainings to a variety of different organisations | * Corporate or other relevant experience prior to becoming a trainer * Marketing & Sales experience |
| **SKILLS** | * Exceptional organisational skills and time management |  |
| **KNOWLEDGE** | * Excellent knowledge of mental health and workplace wellbeing * Track record working to deadlines and targets |  |
| **ATTITUDE AND PERSONAL ATTRIBUTES** | * Self-motivated and proactive * desire to combat the stigma associated to mental health in organisations |  |