JOB DESCRIPTION

Course Facilitator

Reports To:	**Wellbeing Service Manager - Eastleigh**
Direct Reports:	**None**
Key Relationships:	**Service users, Wellbeing Centre staff, staff delivering courses in other Wellbeing Centres, Workplace Wellbeing Training Team**
Location:	**Mostly based in Eastleigh Wellbeing Centre but may require some flexibility to travel to other centres – Winchester, Hythe, New Milton, Gosport, Portsmouth**
Hours:	**11.5 hours per week, likely to be worked on a Tuesday and Friday**
Salary:	**£7,762.50 to £8,362.36 per annum (£24,975.00 to £26,905.00 full time equivalent) – Solent Mind Band B**

Purpose

To deliver mental health and wellbeing skills-based courses within the wellbeing centres. We will be focusing on delivering 4 key courses initially – Anxiety Management, Building Self-Esteem, Lifting Low Mood, and managing Emotions/ Decider Life Skills.

Main Responsibilities

- Deliver consistently high-quality mental health and wellbeing courses to groups of service users in the wellbeing centres.
- Ensure all attendees are comfortable and safe in the sessions.
- Gather feedback to measure the success and contribute to the improvement of the course delivery.
- Meet with staff delivering wellbeing courses within Solent Mind centres and in external workplaces to share best practice, knowledge and skills.
- Ensure knowledge and skills are kept up to date – for example reading mental health reports and maintaining awareness of local sources of support.
- Travel between our wellbeing centres to deliver courses.
- Be able to work independently to ensure successful set up and running of courses.
- To work closely with wellbeing managers, wellbeing and PCN-based staff to ensure a smooth user pathway and to enable communication of any issues, follow up support etc.
- Understand boundaries and safeguarding and look after your own wellbeing.
- To deliver wellbeing course online when required.

General

- To uphold the aims and values of Solent Mind.

- To contribute to the ongoing development of the service and to best practice.
- To work within Solent Mind policies and procedures.
- To maintain up to date knowledge of legislation, national and local policies and issues in relation to both the specific client group and mental health.
- All employees have a duty and responsibility for their own health and safety and the health of safety of colleagues, patients and the general public.
- All employees have a responsibility to prevent abuse and neglect and report concerns.
- All employees have a responsibility and a legal obligation to ensure that information processed for both patients and staff is kept accurate, confidential, secure and in line with current Data Protection legislation and Security and Confidentiality Policies.
- Undertake not to abuse their official position for personal gain, to seek advantage of further private business or other interests in the course of their official duties.

This list is non exhaustive and other duties may be required to be undertaken to meet the needs of Solent Mind

PERSON SPECIFICATION

Course Facilitator

Requirement	Essential or Desirable
Qualifications/Education/Training:	
Experience of working in a mental health setting	Essential
Mental health wellbeing course/ training experience and or qualification	Desirable
Trained and experienced in delivery of Decider skills	Desirable
Training/ teaching qualification or previous training/teaching experience.	Desirable
Knowledge/Skills/Competencies:	
Empathy, understanding, compassion and a desire to help and support service users on their journey to wellbeing	Essential
Excellent verbal communication skills and confidence in public speaking/course delivery to groups	Essential
Organising, prioritising and planning own workload	Essential
Competent in the use of IT equipment and software, particularly PowerPoint and Microsoft Office packages (Word, Outlook, Excel)	Desirable
Other:	
Understanding of mental health and wellbeing interventions though lived or shared experience	Essential
Ability to travel between our wellbeing centres	Essential
Flexibility to deliver additional courses if required and agreed in advance	Desirable
Flexibility to change working days, if required and agreed in advance	Desirable
Flexibility to work additional hours to provide cover and to attend any work related training as required	Desirable
Use of a vehicle to travel to training venues with materials	Desirable
Commitment to Solent Mind's values	Essential
Commitment to Solent Mind's Equal Opportunities and Diversity policies	Essential
Willingness to undergo a relevant DBS Check if required	Essential

Date Job Originated: OCT 2024
Date Job Reviewed: Dec 2025
Reviewing Manager: Mandy Wiltshire; Elizabeth White Ripley