

Date: 07 March 2019

Tel: 023 8202 7810

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Dear Applicant

Thank you for your interest in the post of **Casual Connect 5 Accredited Trainer – ref: CC5ATmar19**. I enclose the following documents:

- ◆ Application Form (*please download by clicking link on the job vacancy page on our website*)
- ◆ Job Description
- ◆ Person Specification
- ◆ Diversity Statement
- ◆ Solent Mind Annual Report 2017/2018  
(*please view or download from About Us/Annual Reports and Accounts page on our website*)
- ◆ Notes on employing people with a criminal conviction

The closing date for receipt of completed applications is **Before 5.00pm Friday 22 March 2019**.

Interview date TBC

Good luck with your application.

Yours sincerely

WENDY KENNARD  
HR & OFFICE CO-ORDINATOR  
SOLENT MIND

*Enc*



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Registered Office: 15-16 The Avenue, Southampton, Hampshire, SO17 1XF  
Charity Registered No: 1081115 Registered with Limited Liability in England and Wales No: 4004500

## **Solent Mind - Job Description**

### **Job Title: Casual Connect 5 Accredited Trainer**

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<b>Purpose:</b>	To deliver Connect 5 training to external organisations as arranged by the Business Development Team.
<b>Reports to:</b>	Head of Business and Corporate Relations
<b>Direct Reports:</b>	None
<b>Key Relationships:</b>	Training Co-ordinator, other staff in Business Development and external organisations
<b>Location:</b>	Various
<b>Hours:</b>	Casual
<b>Salary:</b>	£15 per hour (Full Time Equivalent Salary £28,860 per annum)

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### **Main responsibilities**

Deliver Connect 5 training. The trainer should be accredited and able to deliver the complete Connect 5 course - sessions 1, 2 and 3.

1. Deliver Connect 5 training to external organisations.
2. Once training dates are agreed ensure you are able to fully commit to the training delivery.
3. Maintain regular communication with Training Co-ordinator regarding availability, courses delivered etc.
4. Liaise with Training Co-ordinator to organise collection/delivery of materials.
5. If required, liaise with external organisations regarding training delivery once the training has been confirmed by Business Development.

6. Travel to training venues within Hampshire (may be further afield if so, this would be agreed in advance). Travel, set up and pack up time will be paid for at the same rate (**time allocated to be agreed in advance**).
7. Arrive at course venue in advance and set up as necessary (projector, flipchart etc).
8. Be prepared to answer delegate's questions during training sessions.
9. Clear room at end of session and return materials back to Training Co-ordinator.
10. Promptly return feedback forms to Training team (within 48 working hours), ensuring you flag up any issues immediately after session to Training Co-ordinator, or in absence, Head of Business and Corporate Relations.
11. Follow up with organisations after the training (if required by Training Co-ordinator).
12. Be aware that you are a representative of Solent Mind and should behave and dress appropriately i.e. Smart business wear, when delivering training.
13. Trainers to send timesheets/ invoices to Training Co-ordinator by, at the latest, the day before payroll cut off to ensure payment that month.
14. To understand that feedback will be monitored and sessions will be regularly shadowed (6 monthly review), to ensure quality and consistency of training.

## **General**

- To uphold the aims and values of Solent Mind.
- To contribute to the ongoing development of the organisation and to best practice.
- Work within Solent Mind policies and procedures.
- 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 the Data Protection Act (1998) 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.

## Solent Mind - Person Specification

### Job Title: Casual Connect 5 Accredited Trainer

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**Location: Southampton**

Requirement	Essential or Desirable
<p><b>Qualifications / Education / Training:</b></p> <p>Connect 5 accredited trainer</p> <p>Educated to NVQ Level 2 or equivalent and/or practical experience within relevant working environment</p> <p>Teaching qualification or previous teaching/training experience</p>	<p>Essential</p> <p>Essential</p> <p>Desirable</p>
<p><b>Experience:</b></p> <p>Delivering training sessions or presentations within the work place</p> <p>Ability to communicate with people of all levels and from a range of backgrounds</p> <p>Good knowledge of mental health</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p>
<p><b>Knowledge/Skills/Competencies:</b></p> <p>Good verbal and written communication skills</p> <p>Highly competent in the use of IT, particularly PowerPoint and Microsoft Office packages (Word, Outlook, Excel)</p> <p>Organising, prioritising and planning own workload</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p>

Requirement	Essential or Desirable
<p><b>Other:</b></p> <p>Ability to be flexible and work with other trainers or on own initiative</p> <p>Flexibility to work additional hours to cover staff holidays and to attend any work related training as required</p> <p>Use of a vehicle to travel to training venues with materials</p> <p>Commitment to Solent Mind's values</p> <p>Commitment to Solent Mind's Equal Opportunities and Diversity policies.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>

**Date job originated: February 2019**  
**Date job reviewed: February 2019**  
**Reviewing manager: Victoria Hall**

## **Diversity Statement**

Solent Mind has made the following key commitments:

- 1.** We will promote a culture which is positive about diversity and equality. All our staff and volunteers take full responsibility for this policy.
- 2.** We will challenge discrimination in our work and use complaints, disciplinary, and harassment policies to back up anti-discriminatory action.
- 3.** We will work supportively with organisations and groups established to promote quality and diversity, including Black & Minority Ethnic groups and anti-stigma initiatives.
- 4.** We will assess the diverse needs of all those who use and seek to use our services.
- 5.** We will provide individualised services which respond to those needs.
- 6.** We will seek to recruit a workforce that reflects the diversity of the communities that we serve, and ensure that prospective and current staff and volunteers are not disadvantaged in recruitment, training or career progression.
- 7.** We will carry out Equality Impact Assessments on our own policies, plans and service designs; and communicate with funders and other stakeholders over our respective Equality Impact Assessments.
- 8.** We will monitor our performance under this policy in the provision of our services and management of staff, and take steps to improve.
- 9.** We will ensure that our people are trained in diversity management and practice.