

04 April 2019

Dear Applicant

Thank you for your interest in the post of **Casual Connect 5 Accredited Trainer (Ref CC5ATApr19)**. 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

Closing Date: As we are always looking to expand our team there is no specific closing date for this role at present.

Interview Date: Interviews will be scheduled on a monthly basis for shortlisted candidates.

Good luck with your application.

Yours sincerely

WENDY KENNARD
HR & OFFICE CO-ORDINATOR
SOLENT MIND

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Solent Mind - Job Description

Job Title: Casual Connect 5 Accredited Trainer

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

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

Location: Southampton

Requirement	Essential or Desirable
<p>Qualifications / Education / Training:</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>Experience:</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>Knowledge/Skills/Competencies:</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>
<p>Other:</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>Essential</p> <p>Essential</p>

Requirement	Essential or Desirable
Use of a vehicle to travel to training venues with materials	Essential
Commitment to Solent Mind's values	Essential
Commitment to Solent Mind's Equal Opportunities and Diversity policies	Essential

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.

Recruitment of people with a criminal record

- As an organisation using the Disclosure & Barring Service (DBS), previously known as Criminal Records Bureau to assess applicants' suitability for positions of trust, Solent Mind complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- Solent Mind is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
- A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- Where a Disclosure is to form part of the recruitment process, we ask that applicants declare details of any convictions of a criminal offence (as per question outlined below) and send this information under separate, confidential cover with the Application Form. We guarantee that this declaration will only be seen by those who need to see it as part of the recruitment process.
 - ***'Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198'.***
- We ensure that all those in Solent Mind who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders; eg: the Rehabilitation of Offenders Act 1974.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment or voluntary service.
- **Having a criminal record will not necessarily bar you from working with us.** This will depend on the nature of the position and the circumstances and background of your offences.