

GRASSROOTS

SUICIDE PREVENTION

Job Description for the role of Training Design & Delivery Specialist

Location:	Hybrid/Flexible (with the requirement to travel)
Salary:	£34,820
Hours:	3 – 4 days per week
Contract:	12 month fixed term contract (renewable subject to funding)
Reports to:	Training Manager

There will be a two-stage interview process (held online: Teams)

Other benefits:

- Hybrid/Flexible working
- Holiday - 31 days per year plus bank holidays (Pro rata)
- Health Cash Plan and employee assistant programme offering – a contribution to the costs of everyday healthcare needs (dental, optical, wellbeing) and counselling support, plus legal and financial advice
- A creative, caring and collaborative culture that makes a difference in improving mental health and preventing suicide in the communities we serve

Please reflect that resilience is required for this role given the remote working, subject matter, fast paced and flexible multi-tasking. If you have recently been affected by suicide, please consider carefully if this role would be right for you, as your welfare is the utmost priority, and our work may be triggering.

Purpose of the role:

Grassroots Suicide Prevention (GSP) is a national charity committed to the timely intervention and prevention of suicide. We work to empower people to help save lives through connecting, educating, and campaigning nationally. Our vision is a future where more lives are saved from suicide.

The Training Design & Delivery Specialist will play a key role in achieving our strategic training ambitions, by:

- Designing and delivering a range of research-based, quality assured, impactful and accredited training programmes, with effective teaching and learning activities
- Driving business development and growth of training contracts
- Developing new relationships with commissioners and key partners to expand the reach and impact of our training portfolio
- Raising the charity's profile through events, social media, thought leadership, and engagement
- Supporting operational project planning and new business pipelines

This is an exciting time to join Grassroots as we scale our reach and impact. You will be joining a passionate and collaborative team committed to creating a future where more lives are saved from suicide. The Training Design & Delivery Specialist is a critical role in the organisation as we are experiencing a high demand for training, and we are now looking to recruit an experienced trainer to work with our Training Manager and Head of Training to deliver our ambitious growth plans in the coming years.

Main Duties and Responsibilities:

To research, design, and review Grassroots' range of evidence-based, quality assured and trauma-informed training, to include accreditation of key courses, for delivery to a range of diverse audiences (in-person and online).

Also, to help engage new and existing training clients to further develop relationships, reach and support more people and organisations and continue to strive for excellence in everything we do (in line with the Charity's overall aims, strategic plan and operational delivery).

Training:

- To support the Training Manager and work closely with the training team to design and deliver programmes locally, nationally and globally (face to face and online), setting high standards of teaching and learning across all aspects and in line with national standards
- To identify new training and consultancy opportunities
- To support on the creation of online and e-learning courses and associated delivery and quality assurance
- To support the Training Manager in ensuring the excellent quality of all training delivered by Grassroots through ongoing evaluation, quality assurance and best practice in teaching and learning

- To support the Training Manager to ensure that evaluation and feedback systems are fit for purpose and fully utilised, developing new systems and approaches to elicit feedback as necessary
- To support the training team in the planning and coordination of training and help to ensure effective delivery
- To raise awareness of the suite of training packages and encourage sign-up on our courses
- Collaborate with key individuals and organisations, including those with lived and living experience, to co-produce courses that are shaped by their input

Relationship building/Associate Trainer engagement

- To build effective relationships with new and existing clients to assist in raising Grassroots' profile and reputation and to maximise opportunities for new and ongoing business
- Represent Grassroots Suicide Prevention at professional events, conferences, and webinars etc.
- To support the Training Manager in building effective relationships with our bank of associate trainers including supporting the organising of and providing on-going CPD training and support for trainers
- To support the Training Manager in monitoring freelance training delivery ensuring quality and consistency is delivered throughout
- To support the Training Manager to ensure our associate trainers have the necessary skills, values and attitudes to deliver the training, and are committed to their ongoing professional development

Contracts:

- To support the Training Manager, Head of Training and the wider training team to ensure the effective delivery of all training contracts as per specifications
- To support the Training Manager, Head of Training and the wider training team to oversee the evaluation of Grassroots' training programmes, ensuring our offer is relevant, accessible and impactful
- To support outreach and engagement to encourage sign-up on funded courses

Grassroots employee responsibilities

1. All employees are required to abide by the Health and Safety at Work Act, attend annual mandatory training sessions and ensure that they comply with policies and procedures at all times.
2. Employees must demonstrate commitment to their own personal development and are required to make a positive contribution to Income Generation and raise the profile of Grassroots locally and nationally.
3. Strict confidentiality applying to all aspects of Grassroots' business must be observed at all times.
4. The post holder may be required to work at any of the locations at which training is conducted if in-person.
5. The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of GSP. The post holder will be expected to undertake other duties as appropriate and as requested by their manager.

Values and Behaviours

Grassroots has a set of values and behaviours to improve the experience of our clients and supporters. This means that in undertaking this role the post holder is expected at all times to behave in a way that demonstrates commitment to the delivery of thoughtful care to all and continual improvement in line with the values detailed below.

Compassionate: Our caring and empathic approach underpins and informs everything we do.

Courageous: We are brave, challenging and speak out fearlessly to create change to help save lives from suicide.

Collaborative: Our lived experience enables us to co-design and co-deliver our services to meet the needs of the people we work with.

Integrity: We are open and transparent with an inclusive and respectful culture.

Innovative: We are creative problem solvers, forward thinkers, always striving for excellence.

Grassroots is a developing Charity and the post holder should be aware that their Job Description may evolve to meet the future needs of the Charity.

Person Specification

Key Areas	Essential	Desirable
Education & Qualifications	• Significant experience of designing, delivering and quality assurance of accredited training programmes • A degree or professional qualification in Education, Counselling, Training, Psychology or related field • A recognised teaching qualification or long-standing training experience/teaching and learning expertise	• Background in health or social care • Qualified ASIST trainer • Qualified SafeTALK trainer • Qualified MHFA Standard/Lite/Youth trainer • Qualified SFA trainer • Qualified Real Talk Trainer
Technical Skills / Training	• Strong planning and organisational skills • Excellent communication skills; able to present in a clear and coherent way • Good computer skills and using online learning platforms and systems (including training delivery/e-learning) • Evidence of and commitment to ongoing professional development • Teaching and learning expertise	• A full, clean UK driving licence • Experience of accrediting learning programmes
Experience / Knowledge	• A proven track record of delivering training and/or learning workshops/educational activities	• Knowledge of the health and social care sector

Key Areas	Essential	Desirable
	• Delivering training courses (both face to face and online) which contribute to workforce development • Experience of devising new training programmes • Experience of delivering contracts and reporting for the NHS/local authority or to a similar large organisation • Demonstrate understanding of safeguarding and confidentiality in relation to the role • Knowledge of training courses offered by Grassroots Suicide Prevention	
Qualities / Strengths / Skills	• To be a motivational and approachable trainer with excellent leadership, coaching and peer support skills • To have strong written skills, excellent attention to detail, planning and organisation skills • Understanding of the diverse needs and vulnerabilities of participants attending training and the ability to create and maintain a safe and inclusive learning environment • Ability to communicate effectively and deliver presentations and training to varied audiences on suicide prevention and/or self-harm and/or mental health related issues	To be flexible and able to respond to learners' needs / questions as they might surface in the training room. Ability to quickly adapt training material in respond to above needs.

Key Areas	Essential	Desirable
	• Ability to plan and communicate effectively with other members of the team • To be an ambassador for Grassroots at all times • To keep abreast of the latest developments in health and social care, specifically, suicide prevention, mental health and self-harm and including best practice in training and online learning	
Attitude and Approach	• To be positive, proactive and work as a team • To be flexible and willing to contribute to the demands of working as part of a small team • Ability to self-care, recognise signs of and prevent secondary trauma • Ability to reflect on the demands of the role in the field of suicide prevention	
Personal Circumstances	• Able to work outside office hours as required and to travel and stay away from home as required	

Applications only: Please send your CV and a covering letter giving examples of how your skills and experience fit the role, with examples of impact and success. Send to: joanna@prevent-suicide.org.uk.

We will not consider applications sent in any other way. Please note that we are looking for a start ASAP, so the selection process begins immediately and will close when we fill the post.

Grassroots Suicide Prevention is in a period of transition and development, and the post holder should be aware that their Job Description may evolve to meet the future needs of the Charity