



## **Job Description**

**Job Title:**               **Mental Health Instructor**

**Responsible to:**   **Head of Training**

### **1. Context**

Mind Jersey is committed to providing information, advice, and support on mental health to all our communities. Our strapline states that we won't give up until everyone experiencing a mental health problem gets support. The postholder will deliver a training which feeds into our strategy to ensure equity in access to training that will support services for people across all ages and stages of family life.

### **2. Key Responsibilities**

- ✓ Deliver, update, and improve training program, content and materials related to Mental Health;
- ✓ Work with public and private sector to help shape a training offer that will contribute to addressing barriers to accessing mental health services in Jersey;
- ✓ Conduct MHFA training sessions in-person and using online platforms;
- ✓ Report attendance and track participant engagement during classes;
- ✓ Distribute survey and evaluation documents and links to participants;
- ✓ Attend Team Meetings as necessary to discuss best practices and participant feedback;
- ✓ To liaise and work in partnership with other agencies in the community, voluntary, statutory, and commercial sectors to develop a variety of training packages to meet the needs of our business partners;
- ✓ To work alongside external providers to develop a vibrant, dynamic, and consistent advertising campaign for our training offer;
- ✓ Support the welfare of Mental Health First Aiders through a range of interventions.
- ✓ Continue developing up-to-date digital strategies to advance the training provision including online booking, client tracking and follow up support;
- ✓ Help with other tasks related to the program such as: setting a course schedule; advising course fees, marketing, and media outreach; event planning (e.g., purchasing materials, catering, logistics)
- ✓ Perform other duties as assigned.

### 3. Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications:	Education to degree level	Recognised teaching qualification
Communication skills	Exceptional communication skills for producing training materials and reports intended for public and private sector. These materials must be clear, concise, engaging, unambiguous, and convincing. In addition a professional approach in all communications.	
Technical / Work-based Skills	<p>Highly proficient in the use of Word, Excel, and PowerPoint, all necessary for the creation of visually and verbally engaging training materials and reports for senior training and development management and key stakeholders</p> <p>Ability to work under pressure, whilst managing and prioritising daily workloads, schedules, and tasks.</p> <p>Ability to manage own work schedules, without direct supervision.</p>	
General Skills/Attributes	<p>Produce accurate work and prioritise to meet deadlines.</p> <p>Possess a high level of written and verbal communication skills.</p> <p>Excellent time management and interpersonal skills are essential.</p> <p>Reliability, discretion and trustworthiness are required, as the post holder will have constant access to classified material and personal records.</p>	Desire to be proactive and create a positive experience for others.

Experience	<p>Delivery of courses in a teaching/ training environment.</p> <p>Capability of providing guidance and support.</p> <p>Experience of facilitating training and developing courses.</p>	
Criteria relating to Safeguarding	<p>Exposure to confidential and sensitive issues where the careful and effective handling of such matters is essential.</p>	