

Fresh Minds

EDUCATION



FME MENTAL HEALTH & RESILIENCE EDUCATION TEAM

MENTAL HEALTH EDUCATION LEAD

A leadership role for a dedicated small team to lead Fresh Minds Education's (FME) Connections Suicide Prevention Facilitation Team and programmes into the Northern Irish Community safely, ethically and professionally. The Mental Health Education Lead will play a pivotal role in enhancing the existing exemplary reputation of FME as a reliable, professional, compassionate organisation that provides a meaningful and memorable service which makes a difference to the lives of people. Through the development and delivery of quality assured and impactful programmes the Mental Health Educational Lead will empower facilitators to cascade benefits to individuals and communities enabling our population to take steps which will help them support themselves and those living in emotional distress, prevent suicide and build resilience.

PURPOSE OF THE ROLE: Mental Health Education Lead

- 1. To lead and grow a core facilitator team to deliver FME programmes regionally.**
- 2. To coordinate all aspects of delivery, reporting and quality assurance**
- 3. To represent Fresh Minds Education within the sector.**
- 4. To contribute to the development of FME suicide prevention, mental health and other programmes.**

MENTAL HEALTH EDUCATION LEAD ROLE INFO	
Duration:	Fixed Term 7 months (with view to extend based upon funding and demand) Commencing immediately – 30 th June 2021
Hours:	22.5hrs per week
Salary:	<ul style="list-style-type: none"> • £24 – 26K Pro rata dependant on experience • This contract is offered on a self-employed basis. The Mental Health Education Lead is not an employee of Fresh Minds Education and will be responsible for their own reporting to HMRC and insurance to carry out the responsibilities of the role.
Working day:	<ul style="list-style-type: none"> • 22.5hrs delivered over two core days and the remaining hours can be scheduled flexibly • Flexibility is essential to meet the needs of scheduled events or demand at particular times of the year. Adequate notice will be given. • Time off in lieu is given should hours exceed the agreed number of hours per week
Responsible to:	FME Director

Qualifications, Experience, Knowledge, Skills & Attributes & Other Criteria

Qualification

- Primary Qualification: To degree level in one of these areas; Counselling, Play Therapy, Early Childhood Education, Youth work, Social Work, Family Systems, Theatre/Drama/Arts Facilitation or related subjects and;
- Secondary Qualification: Has evidence of professional training undertaken in a number these areas; Counselling, Play Therapy, Early Childhood Education, Youth work, Social Work, Family Systems, Theatre/Drama/Arts Facilitation or related subjects

Experience

- 2 years direct experience in the delivery of mental health and resilience programmes

Knowledge

- Knowledge of theory and practice in the field of mental health, suicide prevention & resilience
- Knowledge of training delivery and learning development
- Of the factors involved in delivering therapeutic education online & face to face

Skills

- Strong team leader skills
- Strong mentoring skills
- Strong organisational skills
- Strong IT skills including word, excel, zoom and email and able to learn basic office software e.g. database, basic photo apps etc
- Strong proofing, written and verbal communication skills
- Ability to analyse complex ideas and summarise and communicate this in ways that are accessible to a range of audiences and cultures
- A good listener and sensitive to the needs of the target organisation

Attributes

- Passionate about the prevention of suicide, promotion of mental health and wellbeing of individuals and the community
- Committed to supporting FME build a strong core leadership resource and team to deliver Connections across Northern Ireland in a professional and sustainable way
- Diligent, calm, and will fit in seamlessly alongside the rest of the team, complimenting team members and support for cross-organisational initiatives
- Self-starter, manages own workload and priorities, will use initiative, is solution focused and contributes to plugging gaps identified
- Cares about and contributes to positive team morale
- Carries out your work with integrity
- Commitment to confidentiality

Other criteria

- Ability to travel for work
- Ability to work online
- Insurance for the purposes of this role
- Able to meet the criteria for advance safeguarding checks
- Ensure that all Trainer HR requirements are in place in advance of the delivery of programmes. (valid certificates, references etc)

Major Responsibilities:

Development

1. Support the comprehensive revision of the connections courses to include scripts, trainer manuals, workbooks, pocket cards, certificates.
2. Lead a monthly team meeting to gain feedback on delivery experience, programme development opportunities and implement developments.

Delivery & Reporting

1. Responsible for all elements of the co-ordination for the delivery of the Connection's Curriculum and Training of Trainers, talks, programmes, events and marketing events and displays online and in person/location based that have been scheduled. Including; responding to enquiries, scheduling bookings, risk assessments, budgets, organising trainers, zoom links, hospitality and venue hire.
2. Liase with commissioners, organisations and bodies connected with the work.
3. Coordinate the trainer team ensuring that all monthly training delivery slots are covered.
4. Co-ordination, communication and set up of quality talks, programmes, events and marketing events and displays online and in person/location based.
5. Deliver & co-facilitate to a high standard all elements of FME's Mental Health & Suicide Prevention. programmes content: organisational promotion, subject content and participant evaluation, reporting and follow up.
6. Review responses and satisfactorily resolve any incidences reported by Mental Health Executive Facilitators.

Development of Others & Quality Assurance

1. Plan, schedule and deliver train the trainer events across Northern Ireland and online
2. Design resources for training trainer events ensuring all printed material and physical resources are ready well in advance of events.
3. Pack resources, and venue/event set up & breakdown
4. Deliver upgrade training for existing facilitators if required
5. Develop an informed and engaged network through the creation of content for monthly news bulletin for connections facilitators, the connections Facebook facilitator group and ensure the members area is up to date and fit for purpose,
6. Read facilitator reports after training events – Ensure all facilitators compliance with delivery and reporting requirements – feedback & trouble shoot arising issues
7. Contribute agreed content to the monthly news bulletin and social media for stakeholders and external organisations with key messages, articles and supportive content along the themes of suicide prevention, mental health support, cultivating resilience and self-care.
8. Report writing as required for commissioners, website etc

Development of Self

1. Committed to ongoing personal development and can demonstrate evidence of continued professional development (20hrs per year).
2. Undertaking or willing to undertake clinical supervision

Development of Fresh Minds Education

1. Liaise and communicate with FME administrator and relevant FME team members for all day to day aspects of coordination and provide day to day support as required.
2. Contribute to the organisational strategic planning processes preparing for and participate in Annual Strategic Reviews
3. Participate in FME meetings and contribute ideas, programme suggestions and events based upon feedback gained through your role.
4. Be abreast of developments within the sector, bringing new research, best practice to our products, strategy and programming.
5. Promote the services of Fresh Minds Education including regular sharing of social media posts, printed material and through word of mouth.
6. Prepare Fresh Minds Education promotion and marketing material for training, public events, conferences and networking and secure associates to deliver.
7. Identify and contact new organisations and represent Fresh Minds Education at meetings, events and networks
8. Facilitate the sharing of experience and learning of our work with the wider sector including publishing in journals, presentations and participating in conferences
9. Be a strong team player for Fresh Minds Education both internally and externally by motivating others to become actively involved to support the organisation

This job description is neither exhaustive nor exclusive and may be reviewed and amended in the future to include any other reasonable duties, projects or tasks as may be requested from time to time and to reflect changing organisational requirements, changing staffing levels, etc.

HOW TO APPLY

Submit to adam@freshmindseducation.com

- Curriculum Vitae
- A4 Page demonstrating how you meet the criteria for the role

DEADLINE FOR CV'S & COVER LETTER: MONDAY 23rd NOVEMBER 2020 @5PM

SUCCESSFUL APLLICAANTS WILL BE CONTACT FOR INTERVIEW

INTERVIEWS WILL TAKE PLACE THURSDAY 26th NOVEMBER

