

# Fresh Minds

## EDUCATION



### **FME MENTAL HEALTH & RESILIENCE EDUCATION TEAM**

#### **MENTAL HEALTH EXECUTIVE FACILITATOR x 2**

A crucial member of a new but dedicated small team, the Mental Health Executive Facilitators will bring Fresh Minds Education's (FME) Connections Suicide Prevention Programmes to the Northern Irish Community ensuring that delivery targets are met safely, ethically and professionally. The Mental Health Executive Facilitator will play a key role in enhancing the existing exemplary reputation of FME and contribute to FME's reputation as a reliable, professional, compassionate and memorable service that makes a difference to the lives of people. Through the delivery of quality assured and impactful programmes Mental Health Executive Facilitators will empower individuals and communities 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 EXECUTIVE FACILITATOR**

- 1. To form part of a core Mental Health Associate Leadership Team supporting FME to resource, nurture and grow a reliable and professional facilitation team regionally.**
- 2. To represent Fresh Minds Education as a facilitator delivering scheduled trainings and attending scheduled talks & showcasing events.**
- 3. To contribute to the development of FME suicide prevention and mental health programmes and services.**

<b>MENTAL HEALTH EXECUTIVE FACILTIATOR ROLE INFO</b>	
<b>Duration:</b>	Fixed Term 3-4 months (with view to extend based upon funding and demand)  Commencing immediately – 31 <sup>st</sup> March 2021
<b>Hours:</b>	12hrs per week/52hrs per month (scheduled monthly in advance)
<b>Salary:</b>	<ul style="list-style-type: none"> <li>• £23400k Pro Rata</li> <li>• This contract is offered on a self-employed basis. The Mental Health Executive Facilitator 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.</li> </ul>
<b>Working day:</b>	<ul style="list-style-type: none"> <li>• 24hrs delivered flexibly to meet the needs of scheduled events or demand in the FME office at particular times of the year. Adequate notice will be given.</li> <li>• Extra time is paid pro rata should hours exceed the agreed number of hours per any given month</li> </ul>
<b>Responsible to:</b>	FME Mental Health Education Lead

## 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
- Or demonstrate at least 5 years' experience delivering high quality mental health and suicide prevention education

### Experience

- Experience in the delivery of mental health and resilience educational programmes

### Knowledge

- Knowledge of theory and practice in the field of mental health, suicide prevention & resilience

### Skills

- Strong organisational skills
- Strong IT skills including word, excel, zoom and email
- Strong 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
- 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.
  - Submit valid copies of insurance, C.V.'s references, copies of qualification certificates, membership of relevant professional bodies.
  - Attend Induction
  - Attend training as required

## **Major Responsibilities:**

### **Delivery & Reporting**

1. Fully support the FME Mental Health Lead to ensure all monthly training delivery slots are covered.
2. Practically support the FME Mental Health Lead to ensure the smooth delivery of training, talks, programmes, events and marketing events and displays online and in person/location based.
3. 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.
4. Visually document training sessions in compliance with FME policies and GDPR.
5. Complete a trainer/co-trainer report and social media post at the end of each session and upload/pass on that information immediately after the session following the procedures in place.
6. Follow up requests, referrals, signposting resulting from training and events and document all follow up as per FME procedures.
7. Report any incidents or safeguarding concerns immediately through the correct protocols.
8. Report all concerns and constraints to the FME Lead Trainer.

### **Development of Self**

1. Assume responsibility and demonstrate evidence of continued professional development (20hrs per year).
2. Participate in post training debriefs with your co-facilitator and in scheduled debriefs with the FME Training Lead or identified role
3. Attend scheduled masterclasses (normally 2 annually)
4. Read the Connections Facilitator Monthly Newsletter which will contain programme updates any new requirements/updates related to changes in the members area, content, logistics and more.

### **Development of Others**

1. Work closely with the wider FME team providing support as required.
2. Contribute to the monthly news bulletin for stakeholders and external organisations with light touch mental health key messages, articles and supportive content along the themes of suicide prevention, mental health support, cultivating resilience and self-care.
3. Contribute to the facilitator network development, support & communication through the contribution of sharing a minimum of one relevant post monthly to the 'Connections Teachers Group' private page
4. Mentor and support new trainers and accommodate shadowing
5. Support the delivery of train the trainer events across Northern Ireland and online if required
6. Design resources for training trainer events if required
7. Prep for, set up and breakdown of trainer events as required

### **Development of Courses**

1. Attend a monthly team meeting to feedback on delivery experience, programme development opportunities.
2. Input into the ongoing development of connections courses to include scripts, trainer manuals, workbooks, pocket cards, certificates, website content etc.

### **Development of Fresh Minds Education**

1. Contribute agreed content to the monthly news bulletin 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.
2. Promote the services of Fresh Minds Education including regular sharing of social media posts, printed material and through word of mouth.
3. Be abreast of developments within the sector, bringing new research, best practice to our products, strategy and programming.

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](mailto:adam@freshmindseducation.com)

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

**DEADLINE FOR CV'S & COVER LETTER: MONDAY 23<sup>rd</sup> NOVEMBER 2020 @5PM**

**SUCCESSFUL APPLICANTS WILL BE CONTACT FOR INTERVIEW**

**INTERVIEWS WILL TAKE PLACE THURSDAY 26<sup>th</sup> NOVEMBER**