



RECRUITMENT PACK

Co-ordinate, promote and deliver Suicide Prevention Sessions

Background

Each year FME co-ordinate, deliver and evaluate an extensive programme of Suicide Prevention Training. Our programme is primarily delivered in-person within the Northern Trust Area with online provision across the province and from time to time there in-person delivery required outside of the Northern Trust. The success of the programme to date has been to meet community need for this training with professionalism, passion and the commitment of those co-ordinating and delivering the programme.

Scope of the project

FME commitment to responding to the scale of the mental health pressures faced by communities is the delivery of Connections Link Life Suicide Prevention Training within workplaces and community organisations throughout 2024.

To make this possible, FME are ready to strengthen the professional co-ordination and delivery team by securing the services of a dedicated delivery partner who will co-ordinate and deliver the programme alongside FME's small core team. We expect that the programmes will initially be delivered within the Northern Trust area and online with other locations programmed depending on need and demand.

Ideally, we hope to work with someone who has the capacity to take on additional sessions should we attract additional resources or demand increase.

Although not a requirement of this programme of work, FME have additional gaps in resource & programme development and other areas which may be of interest to a freelancer with the right skill set seeking a more involved role within the organisation.

The Freelance Service Provider Suitability

Skills, Experience & Qualifications

As this is a public facing role the service provider must:

- Demonstrate the appropriate suitability and credibility to co-ordinate and deliver the project deliverables outlined below, with access to own transport for the purposes of running events. If required, FME can train a suitably qualified and experienced mental health facilitator in the delivery of the Connections Link Life Suicide Prevention
- Be proficient in the use of IT and administrative systems to deliver the project deliverables.
- Have the physical capability to transport materials and set up/take down events from FME HQ to a wide range of venues.
- Have the capacity to deliver to the specifications outlined in the Service Provider Project Deliverables

The Person

- This role is suited to someone who already has an existing network of workplaces and community groups to engage with and who is both competent at and enjoys co-ordinating and planning; someone who is organised, independent, a problem solver and who possesses a can-do attitude.
- Possess enthusiasm and commitment for the charity, its wider work, and this programme and who will be genuinely interested in the success of the charity.
- Have the disposition to work with people, develop positive relationships and pride yourself on exemplary customer care.
- Have access to professional networks to ensure a positive update of programmes.
- Have the flexibility required to meet the needs of groups who request the training and the time to work with a small charity team.
- Create opportunities for the future success of the programme and charity.
- Commitment and availability for the period outlined in contract with the scope to increase the delivery should fund raising or demand increase.
- Open and willing to act as representative and ambassador for Fresh Minds Education

Service Provider Project Deliverables

Deliverable	Deliverable Detail
Event 1 Feb 2024	<p>Sessions</p> <ul style="list-style-type: none"> • X4 FME hosted online sessions (3.5hrs each) • x3 FME hosted sessions in the HeartSpace in Antrim (3.5hrs each) • X13 workplace/community hosted onsite sessions (3.5hrs each) • Ensuring coverage across the Northern Area • Mix of day and evening <p>Other</p> <ul style="list-style-type: none"> • Attend 4 events/networks at FME’s request to promote and or represent FME and the programme • Attend in person progress meetings ensuring FME are up to date with project progress (Attend min 6 Setup/progress meetings with FME.) • Create Promotional articles for the service to be included FME Enews (x 1 article per month = 6 articles) • Create x 1 FME social media post per week promoting/reflecting the service (Min 30 x social media posts) • Professional Development posts (min 12 social media posts)
Event 2 Feb 2024	
Event 3 Feb 2024	
Event 4 Mar 2024	
Event 5 Mar 2024	
Event 6 Mar 2024	
Event 7 Mar 2024	
Event 8 Apr 2024	
Event 9 Apr 2024	
Event 11 Apr 2024	
Event 12 Apr 2024	
Event 13 May 2024	
Event 14 May 2024	
Event 15 May 2024	
Event 16 May 2024	
Event 17 Jun 2024	
Event 18 Jun 2024	
Event 19 Jun 2024	
Event 20 Jun 2024	

Service Provider Responsibilities

Programme Set-Up

- Identify workplaces and community organisations to partner in hosting sessions ensuring that everyone is aware of their respective role and responsibilities.
- Set up sessions which to be hosted by FME onsite and online. At these sessions assume the role of host.
- Ensure the FME events calendar with the training events you are organising is fully populated at the earliest possible time.

Programme Promotion

- Use existing promotional materials and create new motivational promotional material in line with FME through print, video, and campaigns with the aim of engaging workplaces, communities, and individuals to take part on the programme.
- Ensure that all public facing promotional information about the programme is up to date and consistent across print, website, event calendars and social media.
- Ensure that partner organisations have the materials that they will need to promote the programme.
- Create social media marketing and work with the FME Social Media Lead to successfully promote the programme on social media.
- Build positive relationships on behalf of FME through network, meeting, and event attendance, presenting on the wider work of FME and the programme.
- The service provider will leverage the FME network to promote and successfully deliver the programme.

Programme Delivery

- Ensure that all materials are prepped and ready for each workshop including the core campaign materials approved by FME.
- Ensure that all workshops are delivered.
- Involve volunteers in the delivery of workshops as learners where appropriate
- Ensuring that delivery administration for each session is processed which will include; participant evaluations, section 75, and facilitator reports
- Ensure stock and equipment is returned on time.

Communication & reporting

- Report progress of this project strand back into the core FME team in the agreed formats
- Creating Enews articles (via Mailerlite) to promote the availability of the programme for workplaces, communities, and individuals.
- Showcasing work delivered in the Facilitators Network and through FME social media.
- FME requires the service provider to report back to FME with an update, frequency of which should not be burdensome but meet FME's need to manage the contract.
- Be up to date on the progress of other FME key strands (where applicable)

General

- The freelance role will require the service provider to be committed to FME's vision, ethos and to work within FME's professional standards. These are all expressly articulated in a service delivery agreement which will form the basis of the contract for the successful candidate.
- The service provider will be expected to remain up to date on the progress of other FME projects and represent the FME charity publicly upholding its excellent reputation.
- FME have a small freelance team, all associates and partners work on the shared platforms enhancing the FME Charity brand, cooperation, and this helps future proof our work.
- FME increasingly relies on personal giving and fundraising, therefore all team members encourage the public to engage in personal fundraising and we seek opportunities to maximise income generation for the charity through the charity's products, programmes, and fundraising

Available Support

It is anticipated that this is a highly independent role however at times it will require support and input from FME. Here are some of the support resources available.

Resources & Support	How might this resource help and support
Operational Support	<ul style="list-style-type: none"> The part time Operational Administrator is available for support mon-thurs mornings to answer operational and process questions and provide you with programme digital forms, CRM access and ensure that you have access to use company software including Canva Pro, Zoom and the charity CRM.
Technical Support	<ul style="list-style-type: none"> All team members delivering on FME Charity services use an FME email and the FME shared cloud-based filing system (SharePoint). FME have excellent daily IT support available by phone or email to help resolve any issues.
Marketing Support	<ul style="list-style-type: none"> FME does not have a dedicated marketing team member. Every team member is required to market and promote the work provided by FME. Email Promotion takes place through Mailerlite. Social Media Posts are created by each project and scheduled with the Social Media Lead who is also available for support
Design & Print Support	<ul style="list-style-type: none"> FME work with both a professional designer and an office-based designer. FME encourage everyone to use Canva Pro and can support you with basic lessons if required. FME publish on our website but also print hard copies when useful for promotion. FME can arrange for large scale prints when budgets allow. FME have a professional printer (based off site) which can be used by all team members to support projects.
Facilitator Support	<p>There is a facilitators network Facebook group. This is a group of people that are all trained to deliver the programme. On this group you might find willing volunteers to co-facilitate/chat facilitate. You will also find general support.</p> <p>A list of experienced facilitators is also available from FME should you choose to subcontract part of the delivery. You can only subcontract facilitators from this approved list and it is your responsibility to induct them into this project if you choose to work with them to ensure they are delivering to the standards required by this agreement.</p>
Equipment	FME has a range of equipment that can be borrowed to support the delivery of project. This organised through the Operational Administrator.
Physical Resources	The Operational Administrator will order all physical resources required for the delivery of services. Enough notice is required to ensure stock in in place.
Post	Each project organises for their own materials to be posted or picked up. Post can be arranged through FME couriers. Pick up of resources can be physically organised using the FME HeartSpace or Antrim Enterprise Hatchery.
Storage	FME have a container for storing props, materials, and resources for the delivery of services. This can be utilised by all project team members. Organise this through the Operational Administrator.

BUDGET

Please outline your costs for the delivery of this programme including costs against the delivery outputs detailed in the Service Provider Project Deliverables section.

Costs must be fully inclusive of VAT and other associated business expenses

There is a maximum budget of £6500 for this contract

NEXT STEPS

Submit a response, informal recorded presentation or both which must address the following :

Your Professional Fit:	How do you meet the criteria (skills, experience, qualification)
Your Personal Fit:	How do you meet the criteria (the person)
Your Approach:	How you will go about coordinating, promoting and delivering these events
Delivery management:	Outline your capacity and flexibility required to meet the delivery needs of the project within the timescale stated above. Outline your approach to managing this work alongside other commitments you may have.
Your Costs:	Please show a breakdown of your budget to demonstrate how you will achieve the Service Provider Project Deliverables.

DEADLINE FOR SUBMISSION:	15 th Dec 2pm
SHORTLISTING:	Will be arranged on the 15 th of Dec for week commencing 18 th Dec
INFORMAL INTERVIEWS:	Commencing 18 th Dec
CONTRACT START DATE:	January 11 th 2024
CONTRACT COMPLETION DATE:	June 14 th 2024
EXTENTION:	It is conceivable that the contract will be extended this will be dependent on the success of the delivery of the contract and FME securing additional fund raising ensuring the ongoing delivery of the project.