

## Job Description

**Job Title:** Team Leader for Health and Wellbeing Training

**Hours of work:** 0.8 FTE (30 hours per week )

**Reports to:** Health and Wellbeing Manager

**Salary:** £28,815.00 - £33,915.00 (pro- rata P/T)

**Location:** Hybrid working with a mix of office and home working.

Our service will cover the following locations: **Stoke, Leicester City, Birmingham, Sutton Coalfield, Norwich, Ashford (Kent), Chelmsford, Southend & Rutland**

### About Shaw Trust

At Shaw Trust we believe everyone has the right to live a decent and dignified life and an opportunity for rewarding work. We are a social purpose organisation challenging inequality and breaking down barriers to enable social mobility. We are a diverse charity committed to employment as a core pathway to a better life. For us, being part of the solution is about creating the conditions for this to happen, which we achieve through delivering high quality training and services that make a real difference.

### About the Work & Health Programme

The Work and Health Programme supports participants to find and sustain employment, and for most participants, the programme is voluntary. Participants can be on the programme for up to a maximum of 21 months.

### Purpose of the role

To deliver innovative, engaging, inclusive health and wellbeing workshops that support mental health and wellbeing; achieved through strengthening participant confidence, self-esteem, motivation, and self-efficacy.

The Team Leader for Health and Wellbeing Training will deliver high quality sessions including, but not limited to; Managing Anxiety, Stress Management, Coping with Life, Coping with Loss, Managing Mood, Sleep & Routine and Best Version of You. Workshops will involve evidence based self-management techniques, tools and resources that will support the re-entry of employment. You will manage the leadership of the Health and Wellbeing Trainers including supporting them in training creation, delivery and supporting participants.

### Successful candidates will:

1. Embrace our culture and values, putting those we serve at the heart of everything we do
2. Consistently deliver high quality training within a classroom setting and via Microsoft Teams
3. Build credibility by:
  - demonstrating professionalism
  - establishing yourself as knowledgeable
  - creating a trusted and confidential space within appropriate boundaries
4. Support and assist the development of health and wellbeing training in a way that contributes to the Shaw Trust Growth Strategy

### **Main Duties and Responsibilities**

1. Contribute to the design of and to deliver innovative learning and development interventions for participants accessing Work & Health and Shaw Trust programmes
2. To lead a team of Health and Wellbeing Trainers operationally in the provision of the service, ensuring that service quality and delivery is maintained to the highest standards
3. Work closely with the Health & Wellbeing Manager, Learning and Development Business Partner and other stakeholders to ensure that the learning and business needs of the organisation are being met
4. Engage with Work & Health Programme Support Managers and provide information about the training, support them to promote the training, and ensure they are aware of administrative and booking process
5. Provide professional leadership supporting the Health and Wellbeing Trainers team to promote excellence in service and to maintain standards, creating a service that is participant focused and accessible
6. Use best practice methods to evaluate the impact of learning and identify performance gaps
7. Keep up to date with research and innovatively integrate wellness theory to learning initiatives
8. Ensure interventions are reflective of current internal and external practices
9. Facilitate the sharing of best practice amongst participants and colleagues
10. Help participants identify how their behaviours may be affecting their health and wellbeing
11. Support participants to commit to changes that improve their health and wellbeing by sharing evidence-based resources, tools and techniques
12. Help participants to become more knowledgeable about things that can affect their health and wellbeing
13. Refer participants to existing provision within the Shaw Trust Health Network
14. Signpost participants to localised organisations offering, for example, health & wellbeing, drug & alcohol, financial support
15. Integrate assessments such as WEMWBS to measure the effects of interventions

16. Collate, examine and review feedback and share findings and recommendations with internal/ external stakeholders
17. Using project management skills, ensure the smooth implementation of training and support through having strong working relationships with internal/External stakeholders
18. Ensure effective administration of learning interventions

## Other

1. To undertake any further training as identified in the Shaw Trust review procedures
2. To undertake any further training as required
3. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures
4. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees
5. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees
6. The Trust has a Diversity and Inclusion Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct
7. To maintain the confidentiality about participants, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
8. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or concerns relating to risk and the effectiveness of the Trust's risk management arrangements
9. Be aware of, promote and implement Shaw Trust's Risk, Quality and Information Security Management Systems

10. To report to line manager, or other appropriate person, in the event of awareness of bad practice
11. Recycle and manage energy within your environment in line with Shaw Trust's Strategic aim to adopt green approaches and become carbon neutral

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

<p style="text-align: center;"><b>Person Specification</b></p> <p style="text-align: center;"><b>Job Title: Health and Wellbeing Trainer</b></p> <p style="text-align: center;">(E=Essential D=Desirable)</p>
<p><b>SKILLS AND CORE COMPETENCIES</b></p>
<p><b>Technical competency</b></p> <ul style="list-style-type: none"> <li>• Experience in coaching, mentoring, careers guidance or a related field, a relevant qualification at Level 4 (PTTLS, Cert-Ed or equivalent) <b>(E)</b></li> <li>• Experience within smoking cessation, stress management, weight management or similar health related setting <b>(D)</b></li> <li>• Adult Mental Health First Aid Training Qualification <b>(D)</b></li> <li>• Youth Mental Health First Aid Training Qualification <b>(D)</b></li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience of co- designing, delivering and facilitating group training sessions within the employability sector and/ or health and social settings <b>(E)</b></li> <li>• Experience of working in mental health services or/ and lived experience with mental health <b>(E)</b></li> <li>• Proven track record of delivering successful learning and development initiatives in a challenging environment <b>(E)</b></li> <li>• Knowledge of challenges that operational staff may face day to day <b>(E)</b></li> <li>• Knowledge of the impact Covid 19 has had on the work force in general and the implications it may have had on participants wellbeing <b>(E)</b></li> <li>• Knowledge and confidence in relation to co- designing, delivering and evaluating learning and development interventions <b>(E)</b></li> <li>• Know how adults learn best within an organisational and community context <b>(E)</b></li> <li>• Expertise in areas relevant to participants in the employability sector, for example Motivational Interviewing, Solution Focused methodologies, and CBT techniques <b>(E)</b></li> </ul>
<p><b>Skills and Attributes</b></p> <ul style="list-style-type: none"> <li>• Working with stakeholders, able to diagnose business problems and identify where there are learning and development needs and suggest appropriate solutions <b>(E)</b></li> <li>• Strong delivery and facilitation skills <b>(E)</b></li> <li>• Presentation skills <b>(E)</b></li> <li>• IT skills and able to maximise resources to enhance learning experiences <b>(E)</b></li> <li>• Proficient in PowerPoint, Word, Outlook, Excel and Teams <b>(E)</b></li> <li>• Good attention to detail <b>(E)</b></li> <li>• Strong organisational skills <b>(E)</b></li> <li>• Able to communicate effectively, both verbally and in writing and at all levels <b>(E)</b></li> <li>• Using their own initiative, able to problem solve <b>(E)</b></li> <li>• Coaching skills <b>(E)</b></li> </ul>

**Personal qualities, communicating and relating to others**

- Enthusiasm, passion and dedication for learning and development **(E)**
- The ability to promote high levels of professionalism and lead by example **(E)**
- Flexible and able to respond to the ever changing needs of the business **(E)**
- Resilient in approach and reliable **(E)**
- Outstanding personal impact, drive, enthusiasm and presence **(E)**
- Self-starter and able to work with minimum supervision **(E)**
- Positive, forward thinking and able to inspire staff within Shaw Trust and our participants **(E)**
- Consistent and optimistic attitude **(E)**

**Safeguarding**

- Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. **(E)**
- This post requires a Disclosure and Barring Service Check **(E)**

**Other**

- Demonstrable knowledge and commitment to Equal Opportunities and Diversity **(E)**