

WHERE  
CAREERS  
THRIVE

When potential  
is unlocked,  
talent *thrives*



West  
Northamptonshire  
Council

Job description and person specification

## **Training Coordinator Mental Health and Wellbeing**

Public Health, People Directorate

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.



West  
Northamptonshire  
Council

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.

## **Purpose and impact:**

The Training Coordinator Mental Health and Wellbeing will support in enabling the directorate to work with a wide range of partners to coordinate and implement the Northamptonshire All-Age Mental Health and Suicide Prevention Training Framework.

## **Accountable to:**

This role is accountable to the Programme Manager for Public Mental Health, responsible for county-wide implementation of the All-Age Mental Health and Suicide Prevention Training Framework. The role sits within Public Health, part of the People Directorate in West Northamptonshire Council.

## **Responsibilities:**

1. Coordinate the development and implementation of high-quality training programmes identified as part of the All-Age Mental Health and Suicide Prevention Training Framework
2. Ensure training programmes accommodate different learning styles and delivery methods, and engage and meet the needs of a range of target audiences, working closely with both internal and external training providers.
3. Support the development, marketing, promotion and coordination of comprehensive training programmes, working closely with internal and external training providers, the Public Health Communications and Engagement Business Partner, the All-Age Mental Health and Suicide Prevention Training Framework Steering Group, and other key stakeholders, maintaining up-to-date marketing materials, training brochures and other communication materials and channels.
4. Support the development, implementation and monitoring of outcome measurement processes and internal and external evaluation, to ensure training is needs led and evidences effectiveness. Maintain accurate recording and reporting of training delivery and maintenance of a training database.
5. In conjunction with Internal and External Training Providers and the Programme Manager for Public Mental Health, support the review and development of training based on feedback from learners, current evidence and good practice.
6. Oversee the development and co-production of effective new training courses, engaging relevant stakeholders in the co-production process. Co-deliver training where appropriate.
7. Utilise competency frameworks and quality assurance processes to maintain quality of training, and to ensure they meet the needs of different audience.
8. Support the development and completion of Service Level Agreements (SLA) with training providers based on agreed outputs and outcomes.

9. Maximise personal productivity, minimise duplication and errors; and manage information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
10. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
11. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

## Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Good oral, presentation and training skills with ability to present complex information in a meaningful way to a variety of audiences.	Essential	A/I
Good interpersonal and communication skills with the ability to influence.	Essential	A/I
Ability to work effectively on concurrent projects and manage own workload.	Essential	A/I
Good written skills with ability to develop clear and concise documents in a range of styles.	Essential	A/I
Effective planning and organisational skills and ability to support the delivery of projects.	Essential	A/I
Good negotiation and problem-solving skills.	Essential	A/I
Flexible approach with ability to work against a backdrop of change and uncertainty, is adaptable to situations and can work with people of all capabilities and attitudes.	Essential	A/I
<b>This is applicable to all roles in WNC that are required to use IT equipment:</b> Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	Essential	A/T/I

Knowledge:	Essential / Desirable	Measured by
Able to demonstrate knowledge of training competency frameworks and quality assurance processes.	Essential	A/I
Able to demonstrate knowledge of the application of Equality Diversity and Inclusion tools in training delivery	Essential	A/I
Able to demonstrate some understanding of NHS and Local Authority policy, statutory duties and responsibilities.	Desirable	A/I
Able to demonstrate knowledge of mental health and suicide prevention strategies.	Desirable	A/I

Relevant experience:	Essential / Desirable	Measured by
Experience of preparing and coordinating training and promotional materials for different target audiences.	Essential	A/I
Experience in the development and delivery of high-quality training.	Essential	A/I
Experience of working in collaboration with Health and Social Care and/or the Voluntary Sector to deliver training programmes.	Essential	A/I
Experience of working effectively with a range of internal and external stakeholders to support the successful delivery of a	Essential	A/I

project including responding successfully to the challenges of joint working, and representing a public health or organisational view.		
Experience of working in NHS, Local Government or Voluntary Sector cultures and structures.	Essential	A/I
Experience of supporting a project through its full cycle and participating in task and finish/ steering groups.	Essential	A/I
Experience of developing and managing successful projects.	Essential	A/I

Education, training and work qualifications:	Essential / Desirable	Measured by
A degree-level qualification	Essential	
A recognised teaching, training or learning and development qualification (e.g. PGCE, PTLLS, Level 2/3 Train the Trainer or equivalent)	Essential	A
Project Management Qualification or equivalent experience	Essential	A/I
Recognised Mental Health qualification (e.g. Mental Health First Aid, Youth Mental Health First Aid, safeTALK, Suicide Awareness)	Desirable	A

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

**Additional pre-employment checks specific to this role include:**

*Enhanced Disclosure and Barring Service check*

**Day-to-day in the role:**

<b>Hours:</b>	21 hours per week	<b>Primary work base:</b>	One Angel Square
<b>Job family band:</b>	Band 8	<b>Worker type:</b>	Part-flexible
<b>Salary range:</b>	£40,316 (pro rata)	<b>Budget responsibility:</b>	N/A
<b>People management responsibility:</b>	N/A		

**Working conditions & how we work:**

We are open to discussions about flexible working. This role has been identified as a part-flexible worker type, this means that you will be able to work from other work locations and when not working from an office you will be working remotely (including from home).

**Our organisational values and behaviours**

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

<b>T</b>	Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
<b>H</b>	High Performing	We get the basics right and what we do, we do well. We manage our business efficiently.
<b>R</b>	Respect	We respect each other and our customers in a diverse, professional and supportive environment.
<b>I</b>	Innovate	We encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
<b>V</b>	Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
<b>E</b>	Empower	We believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

**“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”**

## When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

### The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
  - **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
  - **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
  - **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.
- We want you to have balance and be happy.

