

JOB DESCRIPTION

PAPYRUS is the national UK charity dedicated to the prevention of suicide and the promotion of positive mental health and emotional wellbeing in young people.

- 1) **DESIGNATION** **Training Manager**
- 2) **HOURS** 36 per week (including some planned unsocial hours)
- 3) **SALARY** NJC Scale 33-36 (£29,909 - £32,233) + 4% pension contribution
- 4) **LOCATION** Head Office, Warrington with regular travel throughout the UK
- 5) **ACCOUNTABLE TO** Head of Operations
- 6) **PURPOSE OF POST** To be responsible for the management, promotion and delivery of suicide awareness, prevention and intervention training to meet our strategic objectives.
- 7) **KEY RELATIONSHIPS** Staff and Volunteers; Board of Trustees; Press Office; PAPYRUS champions, ambassadors and supporters
- 8) **MAIN DUTIES AND RESPONSIBILITIES**
 - a) **Lead on suicide awareness, prevention and intervention training**
 - i) Oversee the preparation and delivery of our training products nationally, ensuring all who deliver training are trained, prepared and delivering consistency across regions
 - ii) Arrange and facilitate meetings with trainers and other departments to share good practice, identify and resolve any issues on delivery and content, and develop skills
 - iii) Oversee recruitment, selection and regular assessment of Associate Trainers within policy
 - iv) Support and work with all training staff, champions and associates to ensure quality, consistency and delivery
 - v) Develop and implement quality control systems for our suicide prevention training
 - vi) Ensure quality control of all delivery (observation, evaluation, reporting, debriefing)
 - vii) Ensure effective evaluation of all training, that all participant responses are evaluated and responded to as required
 - viii) Report on training delivery and evaluation
 - ix) Ensure ASIST training is supported, equipped and delivered nationally according to our strategic plan (also liaising with Regional Managers)
 - b) **Deliver training in line with the PAPYRUS strategic plan**
 - i) Support regions where required by development and delivery of Training for Trainer sessions for volunteers
 - ii) Support community and regional projects by supervision of training material
 - iii) Ensure PAPYRUS training is consistent with evidence and is updated accordingly
 - iv) Prepare and support delivery of online information and training material
 - v) Ensure appropriate ONS data on suicide and case studies inform our training messages
 - vi) Utilise qualitative and quantitative information from HOPELINEUK to inform our training material
 - c) **Training delivery, creating and responding to demand nationally, out of the regional areas**

- i) Respond to enquiries delivering, and arranging for delivery, of key note speeches where invited to do so
- ii) Identify and connect with national organisations to establish and deliver training or outreach opportunities
- iii) Supervise the Training Administrator ensuring responses to enquiries identify possible income streams and potential for delivery of training, referring regional matters to the regional staff, responding to and delivering where possible outside the regional areas.
- iv) Work with the Regional teams and teams to identify areas of growth and attend external meetings with potential business partners as required.
- v) Maintain effective internal communications through liaison with colleagues on training related matters. Respond to enquiries regarding training as referred by colleague staff members.
- vi) Represent the charity responding to media enquiries where required (including radio, telephone and TV interviews with journalists).

9) ADDITIONAL DUTIES

- a) Understand your duties and manage any matters relating to safeguarding of children and vulnerable adults within PAPYRUS policy.
- b) In relation to training produce reports and attend the AGM or conferences as required.
- c) Contribute to the development of Policy and Procedures as appropriate to training.
- d) Attend and contribute constructively to regular line management supervision and appraisal protocols.
- e) Respect confidentiality and manage data according to PAPYRUS policy.
- f) Help to plan, contribute to and attend PAPYRUS conferences and seminars as required.
- g) Attend training courses as required.
- h) It is the nature of the work of PAPYRUS prevention of young suicides that tasks and responsibilities are in many circumstances, unpredictable and varied. All staff are, therefore, expected to work in a flexible way when the occasion arises and when tasks not specifically covered in their job description have to be undertaken. These additional duties will normally be to cover unforeseen circumstances or changes in work and they will normally be compatible with the regular type of work. If the additional responsibility or task becomes a regular or frequent part of the member of staff's job, it will be included in the job description in consultation with the member of staff.

10) CONFIDENTIALITY It is expected that all PAPYRUS employees understand that our work is confidential and that neither details about those who use its services nor any other PAPYRUS business should be divulged to members of the public. A confidentiality agreement must be signed on taking up this post. Further details are outlined in the PAPYRUS Confidentiality Policy.

11) BASIC PRINCIPLES The post holder is expected to be familiar with and have regard to the ethos and values of PAPYRUS and work within that framework. He/she must be prepared to operate without prejudice to all who approach PAPYRUS or work with the organisation at any level.

12) CONDITIONS OF SERVICE Conditions of Service are broadly in line with those set out by the National Joint Council for Local Government Services. PAPYRUS has a probationary period of 6 months for all posts. Appointment to this post may be subject to satisfactory Enhanced DBS Disclosure and/or completion of Vetting and Barring Scheme checks.