

PERSON SPECIFICATION

for the post of

TRAINING MANAGER

Category	Essential/ Desirable	Method*
QUALIFICATION(S)		
English Language and Mathematics GCSE or equivalent grade C or above	E	A, C
Tertiary or Professional qualification in Health, Education, or related discipline	E	A, C
MHFA or ASIST trainer status	D	A, C
Training Qualification eg PTTLS or similar	D	A, C
EXPERIENCE		
Planning, developing, preparing successful training material	E	A, I
Demonstrate evidence of implementation of training programmes	E	A, I
Training delivery in various communities	E	A, I
Reporting against objectives, qualitative and quantitative	E	A, I
Line Management and supervision of training delivery	E	A, I
Working within a team management structure	D	A, I
Developing and delivery of online training	D	A, I
Line management and supervision of remote working / Associate workers	D	A, I
Team working and management in a matrix system	D	A, I
Outcomes Based Accountability – plotting, recording and reporting service results	D	A, I
Recent face-to-face work with vulnerable adults in the field of mental health	D	A, I
Working in schools, colleges, universities or similar environments	D	A, I
Contributing positively to the Supervision process	D	A, I
Interagency and partnership working	D	A, I
Experience of promoting and generating business leads	D	A, I
KNOWLEDGE, SKILLS & ABILITIES		
Presentation skills (to groups and individuals, alone or as part of a team)	E	A, I
Ability to address, enthuse and train an audience regardless of their starting skill	E	A, I
Knowledge of learning styles and the ability to adapt material appropriately	E	A, I
Administration skills; to produce training material, written reports, meet deadlines and prepare and manage training provision	E	A, I
Ability to work collaboratively with other managers in supervising team members	E	A, I
Ability to assess, mentor and appropriately encourage staff in their development	E	A, I
Safeguarding of children and vulnerable adults – safe practice	E	A, I
Handle confidential and sensitive information appropriately	E	A, I
Debriefing skills and ability to support staff professionally in this regard	E	A, I
Excellent verbal and written communication skills	E	A, I
Ability to manage varied workload	E	A, I
Ability to support individuals and know when to refer to other agencies	E	A, I
Awareness of current research / studies in suicide prevention	D	A, I
Familiarity with current suicide statistics	D	A, I
Commercial awareness and knowledge of suicide prevention nationally	D	A, I
Willingness to undertake further training as required	D	A, I
Ability to contribute to planning and development of service growth	D	A, I
Presenting on suicide and/or self-harm and/or mental health related issues	D	A, I, C
PERSONAL		
Anti-discriminatory practice (positive regard for diversity and equality)	E	A, I
Ability to work within and contribute positively to the Ethos and Values of PAPYRUS	E	A, I
Emotional Intelligence and Literacy	E	A, I
Ability to empathise and make professional judgements in emotionally challenging environments	E	A, I
OTHER		
Willingness to work some unsociable hours	E	A, I
Full Driving Licence with Regular Access to a car with full business use insurance cover	D	A, I, C

*** Method of Assessment:** A = Application Form; I = Interview; C = Certification or other evidence