



The Mental Health Service for our Community

## Job description

<b>Job title</b>	Freelance Trainer/Facilitator
<b>Contract</b>	Freelance – to be contracted as required by the Education Service
<b>Hours</b>	Contracted by project
<b>Salary</b>	Hourly rate to be advised depending on expertise and experience
<b>Base</b>	Use home as office and deliver courses both online and at a variety of locations including possible national travel

### Organisation

Jami was established in 1989 by parents, relatives and friends of people who experienced mental health difficulties. In 2013 Jami became responsible for the community’s non-residential mental health provision, creating a single mental health service for the Jewish community.

### Job purpose

Jami’s education team punch above their weight providing training and other forms of facilitation, such as mental health awareness bespoke products, psycho-education, Mental Health First Aid. In response to communal demand we are looking to increase our capacity by recruiting excellent trainer/facilitators who can ensure that the quality and reputation of Jami’s Head Room Education service continues to meet the needs of our learners. Due to the demands of Covid-19 we are providing virtual learning as well as face to face learning when it is safe to do so. You will need to be willing to work evenings and Sundays as required.

### Key relationships

- Education Manager
- Education Administrator
- Senior Education Co-ordinator
- Head Room Education learners/participants

## Principal accountabilities/responsibilities

1. Facilitate mental health training and other educational groups across all ages and stages of the Jewish and wider community.
2. Work with a professional ethos that includes our framework for safe group work and appropriate professional behaviour, including the ability to hold boundaries and confidentiality.
3. Knowledge of safeguarding; working with the Jami team and other service providers to ensure the safety of all participants.
4. Model the use of non-discriminatory, non-jargon and non-medical language in your work to help combat the stigma of mental illness.
5. Implement administrative procedures required by the demands of your role.
6. Maintain up to date records as required by existing procedures.
7. Work within Health and Safety guidelines.
8. Compliance with the Equality Act, and Health and Safety legislation.
9. Attend supervision and reviews of your work to ensure quality standards are maintained.
10. Ensure that all activities are operated in a way which is consistent with the values of Jami and the Jewish community it serves.

## Disclosure of criminal background

All employees are checked with the Disclosure Barring Service

If it is a requirement of the post that an enhanced check is undertaken. Successful applicants will be asked to complete and sign a Disclosure Form giving permission for the screening to take place.

Having a criminal record will not necessarily bar you from working with Jami. This will depend on the nature of the position and the circumstances and background of offences.

Please note applicants refusing to sign the form will not be progressed further.

## Confidentiality

All information relating to service users, volunteers and staff gained through your employment with Jami is confidential. Any disclosure to any unauthorised person is a serious disciplinary offence.

## Training and Qualifications

Essential	Desirable
<p>High level of education including specialising in health or social care</p> <p>Evidence of on-going professional development (CPD)</p>	<p>Professional/post graduate qualification relevant to the role e.g in a health or social care field</p> <p>Mental Health First Aid (MHFA) instructor in one of the following youth, adult and/or HE</p>

## Knowledge and Experience

Essential	Desirable
<ul style="list-style-type: none"> <li>• At least 3 years experience as a trainer and facilitator in mental health or similar health or social care products</li> <li>• Creating and delivering learning opportunities using online platform learning, PowerPoint and interactive learning techniques</li> <li>• As above using face to face resources in addition to virtual learning</li> <li>• Knowledge of group dynamics and the skills to apply your knowledge to manage groups</li> <li>• Robust communication skills</li> <li>• An understanding of the needs and difficulties of people across a variety of life ages and stages who experience mental health problems</li> </ul>	<p>Experience and knowledge of the Jewish community</p>

- A commitment to the ethos of recovery and user empowerment values and principles in mental health
- Ability to acquire knowledge of the Jewish community and the various movements and organisations within it in the UK
- Ability to form good working relationships with a variety of people both at Jami and in the Jewish community
- Ability to treat people with respect and dignity at all times, adopting a culturally sensitive approach, which considers the needs of the whole person.
- Knowledge of equal opportunities
- Passion and dedication to Jami's vision to transform the mental health landscape and a willingness to share that vision through articulating our key messages to the wider community
- Enthusiasm, commitment, reliability and professionalism in your attitude and behaviour
- Willing to sign Jami's freelancers' contract and work in accordance
- Willingness to adhere to Jami policies, procedures and philosophy

### Communication skills

Essential	Desirable
<ul style="list-style-type: none"><li>• Excellent interpersonal skills</li><li>• Ability to connect with people</li></ul>	

### Personal Qualities

Essential	Desirable
<ul style="list-style-type: none"><li>• Ability to plan and evaluate own work and develop self to enhance performance.</li><li>• Professional integrity</li><li>• Motivated and able to travel</li></ul>	

For further details please contact Philippa Carr, Education Manager, by email: [philippa.carr@jamiuk.org](mailto:philippa.carr@jamiuk.org)

- Closing date for applications midnight 14<sup>th</sup> July
- Interviews are likely to take place week commencing 20<sup>th</sup> July
- If you are interested in the above role, please send a CV and covering letter, stating how you meet the requirements of the role to [recruitment@jamiuk.org](mailto:recruitment@jamiuk.org)