

Training Manager

Job Description

Title	Training Manager
Reporting to	Head of Programme Development – Mental Health and Wellbeing in Schools
Employer	Anna Freud Centre
Salary	£45,000 to £55,000 FTE per annum, plus 6% contributory pension scheme
Location	London or Manchester Head Office
Working hours	Full-time or part-time (28 or 35 hours per week)
Holidays	27 days plus Bank Holidays (includes Christmas closure days) FTE
Term of contract	Until 31 May 2021 in the first instance

The Anna Freud National Centre for Children and Families

The Centre is the leading national charity supporting young minds through innovative therapeutic practice, training and research. Our vision is a world in which children, young people and their families are effectively supported to build on their own strengths to achieve their goals in life. We care for young minds in five main ways:

1. Researching the underlying causes of childhood emotional distress using the latest neuroscience techniques;
2. Developing, piloting and evaluating new, cost-effective interventions and treatments for children and families facing mental health difficulties;
3. Supporting mental health and education services to improve their practice, through the collection and evaluation of outcomes data and shared decision making;
4. Offering teaching and training courses and building a global network of researchers, clinicians and mental health, social care and education professionals to ensure that new knowledge and ideas are shared as widely as possible;
5. Providing advice and leadership to national policy initiatives focused on improving children and young people's mental health.

Children, Young People and Families are at the heart of everything we do; we are committed to discovering and understanding the best way to help children, parents and professionals. We believe our impact comes from partnership and collaboration. The Centre works in close partnership with a wide range of service providers, voluntary sectors and academic bodies including the Tavistock Clinic, UCL and Yale. The Centre has a learning partnership with the Child Outcomes Research Consortium (CORC) a collaboration of child mental health providers committed to using outcome data to inform service improvement. The CORC central and regional support team is based at the Centre. Also within the Centre is the Evidence Based Practice Unit (EBPU) a service development and evaluation unit based jointly across the Centre and UCL committed to developing and using evidence to inform best practice. The Centre leads on the School in Mind network and has supported the establishment of Pears Family School – an innovative provision providing excellent education and mental health support for children and parents together, for children aged 5-14 years excluded from mainstream education. Although a separate legal entity, Pears Family School has a close relationship with the Centre. In April 2019, the Centre opened its new Centre of Excellence in King's Cross and Pears Family School is now located alongside us in our new building.

The Centre should be demonstrating “best practice” in creating the best and safest conditions for child mental health work. We try to achieve this in ways that could be emulated by any organisation seeking to do right by children and families. This means that all staff need to be appropriately trained in ensuring children and vulnerable adults are safe (Safeguarding), our staff are safe (Health and Safety), our information about people is safe (Information Governance) and that we include everyone equally irrespective of their identity and background (Equality and Diversity).

Overview of the post

The Mental Health and Wellbeing in Schools Programme has rapidly expanded over the past few years. We have increased the number of Department for Education (DfE) and Department of Health and Social Care (DHSC) funded programmes and our Schools in Mind network, which shares clinical and academic expertise regarding the mental health and wellbeing issues that affect schools, has grown to over 10,000 members.

This is an exciting time for the programme not only is there a growing demand for schools and colleges to be trained in a range of issues related to the mental health and wellbeing of children and young people, the Centre is also currently delivering two government-funded training programmes.

One of these programmes is the Mental Health and Schools and Colleges Link Programme (the Link programme) which is a ground-breaking initiative that will bring together schools and mental health services to help children and young people get the help they need, when they need it. We have spent the past four years piloting the Link Programme, which has been independently evaluated to show good results of improved joint working between education and mental health services. We have just been commissioned to deliver the national roll-out to all schools and colleges nationwide as part of the government's commitment to transforming children and young people's mental health outlined in the Green Paper.

This is a unique opportunity for an experienced clinician or education professional to be at the forefront of children and young people's mental health policy and deliver trainings nationwide to Schools, Clinical Commissioning Groups (CCGs), Local Authorities (LAs) and

Mental Health Services, as well as manage relationships with partner organisations providing trainers for the Link Programme.

Purpose of the post

The Link Programme, funded by the Department for Education, brings together mental health leads in schools and colleges and Children and Young People's Mental Health Services (CYPMHS) to embed long term collaboration and integrated working. This ground-breaking programme helps CCGs and LAs to work together with schools and colleges to provide timely mental health support to children and young people. It empowers staff by brokering contact, sharing expertise and developing a joint vision for CYP mental health and wellbeing in each locality.

The programme comprises two workshops delivered at least six weeks apart. From June 2019 we will be rolling the programme out nationally over four years to every school and college in the country who has not yet taken part in the workshops. We will be delivering up to 482 workshops annually in CCGs and LAs across England. We will recruit new areas annually and will hold three national events each year to share learning.

The post-holder will be an integral member of the Mental Health & Wellbeing in Schools programme, working on the Link Programme. The role will manage the training aspect of the programme. This will include:

- delivering training for all trainers;
- providing direct line management for trainers;
- delivering workshops nationally;
- gathering and collating feedback on trainers;
- liaising with partners;
- strategic planning for trainers and recruitment of trainers;
- being a point of contact for trainers, partners and other stakeholders.

The successful applicant will possess either a formal clinical qualification and have at least two years' experience working directly with children and young people **or** be a qualified education professional with at least two years' experience teaching and ideally with Senior Management experience within a school.

The successful applicant will also have experience of developing and delivering training programmes (preferably to education and mental health professionals), outstanding project management and communication skills and must be able to monitor and manage contracts.

The role will require regular national travel to deliver trainings. We would consider offering this role on a four days per week or full-time basis.

Duties and responsibilities

- Deliver training workshops to education and mental health professionals as required as part of the project;
- Develop and deliver train the trainer workshops. Review and adapt these programmes as required;
- Provide line management to up to five Schools Engagement Trainers;
- Act as the main point of contact for partners and liaise with them regarding trainer delivery, contract management and invoicing;

- Provide quality assurance for the Link Programme through working closely with evaluation team and observing trainings as required;
- Monitor the annual delivery requirements (location and numbers) and recruit trainers for the project as appropriate;
- Liaise with the project team to manage trainers delivering the workshops for the Link Programme;
- Prepare high-quality documents and reporting for the programme;
- Recruit and train Schools Engagement Trainers, who will deliver the workshops nationally;
- Attend the national events in a supportive role;
- Liaise internally with the evaluation, finance and communications teams as required;
- Occasional travel will be required in order to attend and deliver workshops and the national events.

Other

- To actively follow and promote the Centre's policies, including Equal Opportunities, Safeguarding and Information Governance;
- To complete all Centre mandatory training, including Safeguarding and Information Governance training, within the required timescales;
- To maintain an awareness and observation of fire, health and safety regulations;
- The welfare of the children, young people and vulnerable adults who come into contact with our services either directly or indirectly is paramount and all staff have a responsibility to ensure that best practice is followed, including compliance with statutory requirements.

To be noted

This is not an exhaustive list of tasks; the post-holder will be asked to undertake any other ad hoc tasks commensurate with the scope and purpose of this post.

This job description reflects the present requirements of the post, and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post-holder.

The post-holder will be required to have an enhanced DBS disclosure which the Centre will apply for.

July 2019