



**Freelance Trainer – Job Description, Person Specification & Competencies**

<b>Name of Employee</b>	
<b>Date of Issue</b>	May 2026
<b>Department/Location</b>	Training
<b>Reporting Line</b>	Training Manager
<b>Grade / Hrs / Duration</b>	Variable
<b>DBS – Level Required</b>	Basic
<b>Location/s</b>	The post holder will deliver short mental health courses at various sites in Surrey. Occasional meetings will be held at head office at The Gateway, Durrington Lane, Worthing.
<b>Job Summary</b>	
<ul style="list-style-type: none"> <li>• To deliver mental health and wellbeing courses to stakeholders in Surrey, as contracted by West Sussex Mind</li> <li>• To contribute to course development as requested.</li> </ul>	
<b>Scope &amp; Accountabilities</b>	
<p>West Sussex Mind are regularly commissioned to deliver external mental health and wellbeing training to businesses, statutory and voluntary sector organisations, and individuals . We also run a range of workshops and webinars ourselves.</p> <p>At present our Associate Trainers support us to deliver our training programme in West Sussex, and we are now looking for additional trainers to extend this offer to organisations in Surrey. Associate Trainers also assist us with our internal training programme.</p>	
<b>Key Tasks</b>	
<ol style="list-style-type: none"> <li>1. To be a lead trainer delivering mental health awareness and emotional well-being training in Surrey, as contracted by West Sussex Mind</li> <li>2. To co-train with West Sussex Mind Assistant Trainers as requested.</li> <li>3. To support the contribution of assistant trainers in the delivery of mental health awareness and emotional well-being training.</li> </ol>	

4. To assist in the co-production, design and delivery of mental health and emotional wellbeing courses as requested.
5. To ensure professional communication and positive relationships with all internal and external stakeholders.
6. To ensure training is delivered in a respectful and inclusive manner with a range of learning styles, training tools and assessment methods.
7. To ensure the delivery of training is appropriate to the needs and abilities of the course participants.
8. To feedback to the Training Manager positive course outcomes and comments and also any significant training incidents which require follow up
9. To ensure West Sussex Mind training quality standards are maintained, with particular attention to resource production, course delivery and participant and trainer evaluation processes.
10. To keep up to date with local and national developments around recovery focused training and actively maintain an interest in current mental health issues.
11. To attend meetings with the Training Manager and other West Sussex Mind staff as required. This includes planning meetings, debriefs and reviews.
12. To ensure all aspects of training and learning functions delivered follow West Sussex Mind policies and procedures.
13. To promote West Sussex Mind mission and values within all aspects of course delivery.

**Person Specification** - The specific skills, knowledge and abilities required of an individual to be able to effectively perform the role.

#### **Qualifications and professional development**

- Training or teaching qualification/s – minimum PTLLS, Level 3 Award in Education and Training or equivalent
- Evidence of continued professional development in mental health
- Evidence of continued professional development in training and learning

#### **Experience**

- Significant experience in designing and delivering adult learning and training
- Experience of delivering recovery focussed mental health training
- Experience of mental health services, either as paid staff, volunteer, service user or carer.
- Experience of co-training with paid staff and volunteers
- Experience of working with and supporting individuals with lived experience of mental health services in the training delivery

#### **Knowledge and skills**

- Knowledge and understanding of current mental health issues and services
- Ability to work in partnership to co-design training courses
- Well organised with good planning and administrative skills

<ul style="list-style-type: none"> <li>• Confident in the use of ICT for communication and course delivery</li> <li>• Good communication skills both written and oral</li> <li>• Ability to be enthusiastic, interested and confident in the course content</li> <li>• Ability to self-manage and respond to situations that arise within the role</li> </ul>
<b>Other</b>
<ul style="list-style-type: none"> <li>• Ability and willingness to travel to sites across Surrey</li> </ul>

I have read and understood the Job Description, Person Specification and Competencies/Indicators required for my role and agree to fulfil the requirements of this role.

<b>Signed: Staff member</b>		<b>Date:</b>	
<b>Signed: Line Manager</b>		<b>Date:</b>	