



## **Job Description**

<b>Job title:</b>	Suicide Prevention Trainer
<b>Service:</b>	Bridging the Gap – Weekend and Co-Occurring conditions
<b>Grade:</b>	Grade 3 (lower) point 20-23: £28,315 rising to £31,073 FTE, (£22,652 rising to £24,858 pro rata, per annum)
<b>Hours:</b>	29.6 hours per week (part time), will require occasional evening and weekend work
<b>Location:</b>	Bolton
<b>Responsible to:</b>	Service Manager

### **Purpose of the job:**

You will contribute to the delivery of a high-quality support service to people who present as neurodivergent by:

- The delivery of the ASIST training both to Family Action staff and to local VCSE groups (training will be provided)
- Develop a resource toolkit based on evidence-based suicide prevention techniques to be disseminated throughout Family Action and to local VCSE groups

### **Main duties and Responsibilities**

1. Work collaboratively with the Bridging the Gap team to drive forward a person-centred service and encourage participation
2. Become a qualified ASIST trainer (training will be provided) and work with Family Action Learning and Development to deliver a series of online training sessions to Family Action staff
3. Work with local community and VCSE groups to deliver a series of ASIST training sessions at community-based venues
4. Work with staff from a range of services with Family Action to develop an evidence-based toolkit that will support positive conversations about mental health and well-being with people they are working with, enable them to identify people who may be at risk of suicidal ideation, and give guidance on the next steps
5. Monitor and evaluate the service delivery, keep accurate records on our electronic data and client management systems, and produce reports as required
6. Work with the service manager to ensure a well-coordinated delivery plan and shared vision.



7. Respond appropriately to any safeguarding concerns; demonstrating an understanding of, and complying at all times with Family Action's procedures for promoting and safeguarding the welfare of children and vulnerable adults.
8. Attend and actively participate in team meetings and other meetings as required by the service manager.
9. To manage the workload and to bring to the attention of the line manager any instances where difficulties are encountered
10. Actively take part in Family Action's formal appraisal and supervision processes and be responsive to critical challenge, advice, feedback and direction as part of a process of continuous improvement. Take responsibility for your own professional development, identifying and attending training which will support growth in the role.
11. Contribute to the growth and development of the organisation appropriate to your role, by gaining a working knowledge of Family Action's portfolio of services and being an ambassador for the work and the organisation.
12. Be able to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:
  - Being **people** focused
  - Reflecting a '**can do**' approach
  - Striving for **excellence** in everything we do
  - Having **mutual respect** for everyone we work with, work for and support through our services
13. Implement Family Action's Equality & Diversity Policy and Ethical Policy in every aspect of your work and positively promote the principles of these policies amongst colleagues, service users and other members of the community.
14. Comply with Family Action's Health and Safety Policy, Data Protection Policy and to protect your own and others' health, safety and welfare.
15. Work flexibly, including 1 weekend and evening work, as may be required by the needs of the service and carry out any other reasonable duties as required.

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## Person Specification

Education, Qualifications & Background	
1.	Qualification at level 3 or above in a relevant area (e.g. Health, Social Care, Mental Health, or education) <b>or</b> demonstratable experience of working in a related field and a commitment to continued learning and professional development
Experience	
2.	Demonstrable experience of designing and delivering training
3.	Experience of working with co-production approaches
4.	Experience of working with people with lived experience of neurodiversity and/or mental health conditions
5.	Experience working in a multi-disciplinary team, with the ability to confidently build relationships with a range of professionals, stakeholders and services.
Knowledge & Skills	
6.	Ability to complete the ASIST train the trainer programme
7.	Knowledge of neurodiversity and mental health, plus an understanding of the social and emotional determinants of mental health and wellbeing and the impact of deprivation and discrimination on communities and individuals.
8.	Ability to co-produce an evidence-based resource
9.	Demonstrable knowledge of safeguarding approaches
10.	Effective communication, presentation, and record-keeping skills, with the ability to collate data in accessible formats for service users and write comprehensive reports for a variety of stakeholders.
11.	Excellent ability to work autonomously to effectively plan and prioritise work, adapting to new models of working confidently and professionally.
12.	Proficient in Microsoft Office with strong IT and administration skills.
Values	
13.	Able to evidence Family Action's values at all times, which underpin our mission of 'building stronger families' by: <ul style="list-style-type: none"> <li>• Being <b>people</b> focused</li> <li>• Reflecting a '<b>can do</b>' approach</li> <li>• Striving for <b>excellence</b> in everything we do</li> <li>• Having <b>mutual respect</b> for everyone we work with, work for and support through our services</li> </ul>
14.	Be committed to the principles of Co-production and to hearing and representing the voices of the people who use our service
15.	Be committed to equal opportunities and uphold and comply with Family Action's Equality & Diversity policy in all aspects of your work, promoting its principles amongst colleagues, service users and other members of the community.
In addition	
16.	Willing to work hours flexibly, including evenings and weekends as on a rota basis to meet the needs of the service.