

**Term:** 12-month contract

**Hours:** 12 hours per week @ £15 per hour

**Place of work:** Based at our Happy Hub in Eastgate Shopping Centre

**Responsible to:** Business Lead

**Responsible for:** Supporting DWP 'Foundations to the Future' Contract

**DBS:** This role is subject to an Enhanced DBS check

Motivated Minds is an awarding winning, lifelong mental health and wellbeing provider. Based in Essex we offer a variety of mental health and wellbeing solutions to schools, businesses, as well as directly in the community. In 2020, we won Innovation to Mental Health Award from SME News. We pride ourselves on working with brilliant people who put our customers at the heart of everything they do. Each employee is valued and supported, as everyone has an important role to play with regards to our customers, our community, and the success of Motivated Minds. Furthermore, we are committed to valuing and promoting diversity in employment, service delivery and throughout our provisions.

This post presents an exciting opportunity to become frontline practitioner within our HAPPY Hub: Basildon. Joining us as a Employability Trainer you will use your experience to directly lead our group workshops, as well as work with our customers on a one-to-one basis to help them become work ready. Part of your role will be signposting our customers to both internal and external services. You will be responsible for contributing to the targets set by our partners and commissioners.

Your main responsibilities include, but are not limited to:

- Facilitation of DWP contract
- Ensuring our wellbeing programmes, are facilitated/co-facilitated to the required standard.
- Meet required KPI's to corresponding deadlines, as set out by the Business Lead.
- Plan and manage caseload effectively, making sure that customers are prioritised appropriately and seen in a timely manner.
- Review ongoing support, liaising closely with our wider team and other agencies.
- Carry out risk assessments/initial/comprehensive assessments.
- Carry out interventions under the wellbeing umbrella relevant to support business needs, as well as customer needs, including 1:1 sessions and group work/programme facilitation.
- To check and respond to communications every working day (email, phone, social media)
- To up-date calendar, with meetings and activities
- To adhere to our policies and procedures, including safeguarding, health & safety and GDPR
- You will also be required to input all delivery data on Drive in a timely manner and prepare reports as required.

**Skills & Behaviours:**

	Desirable	Essential
Degree	*	
Pttills / Train the Trainer level 4 Cert		*
Level 3 qualification mental health related or 3 years MH work experience	*	
Experience of supporting people back into work		*
Excellent Time Management & Organisational Skills		*
Proficient Computer Skills using various software		*
Clean DBS		*
A confident and professional approach to supporting individuals		*
Ability to motivate customers in their ability to change		*

Ability to build and manage professional relationships, share knowledge and skills to deliver shared goals.		*
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**In return you will receive.**

- The equivalent of 28 days annual (based on full-time hours) leave plus your birthday off
- Monthly supervision
- Wellbeing support and activities
- Career development and training
- Pension contribution (subject to meeting criteria)
- There is also a range of other benefits including: retail discounts and special offers.

You will be working for a wellbeing provider constituted in 2015, with a unique approach to the delivery of mental health. An expectation of all posts is that each individual will take responsibility for promoting open, inclusive and accessible service provision, staff development and a culture that values and respects difference.

If you would like to be considered for this exciting new post please email your CV to [admin@motivated-minds.co.uk](mailto:admin@motivated-minds.co.uk) with the post title in the subject box.