



# Freelance Trainer Role Description

**Responsible to:** Manchester Mind Training Co-ordinator

**Role description:**

To deliver high quality, engaging, mental health training courses and talks to a range of clients across Manchester, whilst upholding Manchester Mind's reputation and values.

**Main duties:**

- To deliver pre-prepared training courses on one or more of the following topics: Mental Health Awareness; Managing Mental Health Awareness for Managers; Wellbeing at Work; Mindfulness; and, other topics mental health related topics as requested by clients or as developed by Manchester Mind.
- To participate in the development of new and existing course content and materials.
- To record course attendance and feedback.
- To maintain regular and timely communication with Manchester Mind including with regard to course attendance and participant feedback.
- To support the participation of volunteers, including people with lived experience of mental health issues, in our training programme.
- To represent Manchester Mind in a professional manner and act in line with the organisation's policies and procedures.
- To take part in regular supervision with Manchester Mind staff in order to discuss achievements, difficulties, training needs and other issues.
- To attend training team meetings as required (usually no more than twice annually).