

Programme Officer (Training)

Location: We are very open to flexible, hybrid and home-working (with some in-person attendance and meetings at our office in Leeds as well as travel across the UK for training support).

Salary: Band E, £19,800 - £22,500 per year, full time equivalent

Reporting to: Training Manager

Start date: As soon as possible

Hours of work: 37.5 hours per week, with flexible and consolidate working arrangements available

Contract type: Fixed term for 18 months, (with the possibility of extension)

Purpose: To support the coordination, delivery and monitoring of Student Minds' training programmes.

About Student Minds

Student Minds is the charity for student wellbeing and mental health. We are passionate and dedicated to our mission, and to learning from and listening to students. With students at its heart, our purpose is to inspire and challenge higher education to create conditions where every student can thrive, belong and reach their full potential as active members of supportive and effective communities.

Every student is an individual with unique capacities and narratives, a combination of a number of identities. We will celebrate and support all students, while being ready to bring focus and amplify the voices of those whose wellbeing or mental health may be at risk through being marginalised or not sufficiently heard.

You can find out more about the [team at Student Minds on our website](#), read some of the current team member's [reflections on working in the charity](#) and watch our latest [impact video](#).

About the role:

Student Minds has had a significant impact on the sector through innovative mental health initiatives, strong partnerships and an extensive trainer network. Our various training programmes include: Train the Trainer programmes (Look After Your Mate and Mental Health in Sport) and Accommodation Training. These programmes equip staff to provide students with the knowledge, confidence and skills needed to support their peers, teammates and friends. We're recruiting for a Programme Officer (Training) to support and grow our training function at Student Minds.

The Programme Officer (Training) will contribute to the successful delivery of our various training programmes by providing effective coordination and administration to the training team. You will support key areas of activity that will contribute to the training function achieving its aims, and ensuring constructive and positive engagement with our trainer network. As a member of the wider Student Minds team you may also provide support to colleagues in the sector improvement function, supporting programmes within this area of the charity's work.

Working closely with the training team, the wider sector improvement team and our trainer associates, this is an exciting opportunity to play a vital role in supporting the mental health and wellbeing of the 2.6 million students studying across England and Wales. We are looking for a confident and proactive individual, with excellent multi-tasking skills and attention to detail, to join our vibrant team and support this work for Student Minds.

Benefits

We want people to thrive at Student Minds; we believe you do your best work when you feel your best. As such, our team comes first and we are proud of our culture; we offer a supportive, flexible and enjoyable place to work. As part of our staff team, the following benefits are available:

- Generous annual leave allowance - 25 days annual leave, plus bank holidays, plus a 2-week winter closure
- Flexible working - we encourage all employees to reflect on when and where they work best and how they need to fit work around caring or other commitments.
- Wellbeing is at the heart of what we do - we support staff to implement Wellness Action Plans and offer 10% of weekly working hours for you to invest in your wellbeing.

For other benefits and more information please see our [website](#)

Values

collaborative

Teamwork and strategic partnerships help us to achieve better results.



We are respectful, supportive and inclusive.

empowering



We invest in people, in the belief that they hold the key to effecting real change.

We listen to and mobilise the student voice.

Student Minds' Values

innovative



We strive for the best solution and the highest quality, using expert knowledge and evidence.

We learn from our ground-breaking research and data to develop and grow.

courageous

We are willing to challenge the status quo and be decisive to shape a better future.

We are ambitious, optimistic and will push the boundaries.



Key Responsibilities

Effective coordination and administration of the training programmes:

- Respond to external enquiries about trainer programmes, help staff and accommodation providers through the registration process.
- Plan and coordinate training dates, liaising with our Training Associates.
- Provide colleagues with information to promote the programmes nationally through our communication channels such as social media and at conferences and webinars.
- Manage event logistics e.g. for in-person training booking spaces, travel and printing. For online training, manage Zoom workshops and disseminate any digital resources needed.
- Financial administration for our training programmes; such as issuing invoices and ensuring timely payment from trainees.

Relationship and stakeholder support:

- Build and maintain key working relationships with our network of trainers.
- Respond to trainer queries or needs as they arise, in a timely manner.
- Help to shape regular communication with trainers to encourage and support them to run workshops for students on their campuses.
- Ensure trainers stay accredited by annually updating licence agreements and ensuring trainers adhere to all terms of the trainer licence agreement.
- Use our database(s) to manage relationships and communications with trainers, ensuring it is always up to date.
- Update the online trainer hubs to keep these up to date with any content changes.
- Support the Training Manager with delivery and creation of CPD for trainers.

Monitoring and Evaluation

- Collate evaluation data from training events.
- Coordinate with staff trainers to collect impact data for student facing training workshops.
- Analyse the data and create timely reports. Make recommendations for improvement and development of the programmes.

Content development

- In response to feedback from trainers and students, update workshop content and training materials, as appropriate, working with Student Minds colleagues and advisors where required.

Deliver training

- Developing your skill set to enable you to facilitate various training sessions.
- Co-facilitate delivery of our various training programmes such as our staff training for Look After Your Mate, Mental Health in Sport and other projects with Student Minds' colleagues, drawing on a range of presentation and facilitative training styles.

General

- As a member of the wider Student Minds team, at timely points across the academic year, this post holder may also provide support to colleagues in the sector improvement function, supporting programmes within this area of the charity's work
- Such other duties as may be reasonably prescribed by the organisation, appropriate to the grade and responsibilities of this post
- Contribute to strategic decision making for the charity about the training function
- Ensure equality and inclusion responsibilities for your area of work
- Attend team meetings with Student Minds colleagues

Person specification

The successful candidate will have the following competencies and experience:

Criteria	Essential	Desirable
Commitment to Student Minds' vision and mission; passionate about mental health and wellbeing	X	
Excellent prioritisation and time management skills	X	
Excellent attention to detail and accuracy	X	
Experience of or willingness to learn to use relevant software and applications (such as Google Suite and/or Microsoft Office, Zoom and other facilitation software)	X	
Excellent communication skills, both written and verbal	X	
Excellent project management and organisational skills	X	
Self-starter, solutions focussed and ability to work on own initiative	X	
Ability to build and maintain good working relationships with internal colleagues as well as external stakeholders and work both independently and collaboratively with team members	X	
Knowledge of the mental health landscape in UK Higher Education and issues facing students generally		X
Have a passion for sharing ideas and encouraging learning	X	
Some experience of delivering or facilitating workshops or training events		X

To Apply

You'll notice that we don't collect CVs at Student Minds, and instead we have a short application form to create more of a level playing field to all of our applicants. We also ask for anonymous completion of our EDI monitoring form.

To apply, fill in the [online application form](#) and [equality monitoring form](#).

Please detail your relevant skills and experience that make you a good fit for the role. Please use the person specification as a guide. You might want to use [the STAR method](#) to structure the examples you give to questions.

The deadline for applications is Sunday 7th August at 11.59pm

You will hear back from us during the week commencing the 8th August and should you be shortlisted, an **interview will take place online on the 17th August** and will involve a competency interview along with a short task. We will provide details about the task a week in advance to allow candidates time to prepare and we will also provide the interview questions 30 minutes in advance so that all candidates can perform at their best.

If you would like to discuss the recruitment process or need any reasonable adjustments to support your application with us please do contact vacancies@studentminds.org.uk.

We're looking forward to hearing from candidates who want to help us make our vision a reality. We are keen to hear from individuals with personal experience of mental health difficulties and we particularly encourage applications from racialised and minoritised communities, and from men, who are currently under-represented in Student Minds.

If you have any questions about the role itself please contact training@studentminds.org.uk