



Rehabilitation and
Retraining Trust

Associate Clinical Trainer

Candidate Information Pack

20 September 2024

| | |
|----------------------|--|
| Status: | Associate – Hours offered on an 'as and when required' basis |
| Hourly rate: | £35.00 plus mileage rates |
| Closing date: | Monday 7 October 2024 at 4.00pm |

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The application form and job-related information can be accessed through the Police Rehabilitation and Retraining Trust website: www.prrt.org.

Completed applications must be submitted either by email or post no later than **Monday 7 October 2024 at 4.00pm**. Late applications will not be accepted. It is up to candidates to ensure that their completed application has been received by the closing time and date. If you have any queries, please contact Human Resources on 028 9042 7788.

Please retain a copy of this pack for your reference throughout the selection process.

Section 1: Forward

Thank you for your interest in the role of **Associate Clinical Trainer** with the Police Rehabilitation and Retraining Trust.

The Psychology Department provides a highly specialist clinical service which aims to address and treat client's psychological needs which have arisen in the face of adversity and conflict. The purpose of this role is to deliver professional, structured skills-based workshops in person in the area of mental health, psychological well-being and resilience including stabilization, psychoeducation and relapse prevention.

The Associate Clinical Trainer will deliver practical training both on-site at PRRT Maryfeld Training Suite and at various locations throughout Northern Ireland.

This is an excellent opportunity for suitably qualified individuals, the role comes with an excellent benefits package (see section 8 for further details).

All the information that you need in order to apply is provided in this information pack as well as further information about PRRT. Applications are to be made via our application form which should be emailed to: recruitment@prrt.org by the closing date of **Monday 7 October 2024 at 4.00pm**. If you have any queries or require any further information please email: recruitment@prrt.org or telephone 028 9042 7788.

We look forward to receiving your application.

Pamela Wishart
Human Resources Manager

Section 2: About Us

What we do

PRRT is an Executive Non-Departmental Public Body fully funded by the Department of Justice (DoJ).

PRRT was established in 1999 to enable members and former members of the Police Service to achieve and sustain a successful transition into civilian life. To achieve this, PRRT offer Personal Development, Coaching and Training, Physiotherapy and Psychological Therapies to assist clients to recognize their potential, identify opportunities, set and achieve their objectives and enjoy optimum mental and physical wellbeing beyond policing.

The Trust also provides services (whether directly or on a sub-contract basis) to non-police bodies within, or funded by, the Department of Justice for Northern Ireland.

We support police officers planning to retire from service, or those who have already retired from the PSNI or RUC. We offer support to partners and immediate family members of eligible clients, in specific circumstances.

In addition, our Psychological Therapies Department provides a children and young people's service to children of retired police officers.



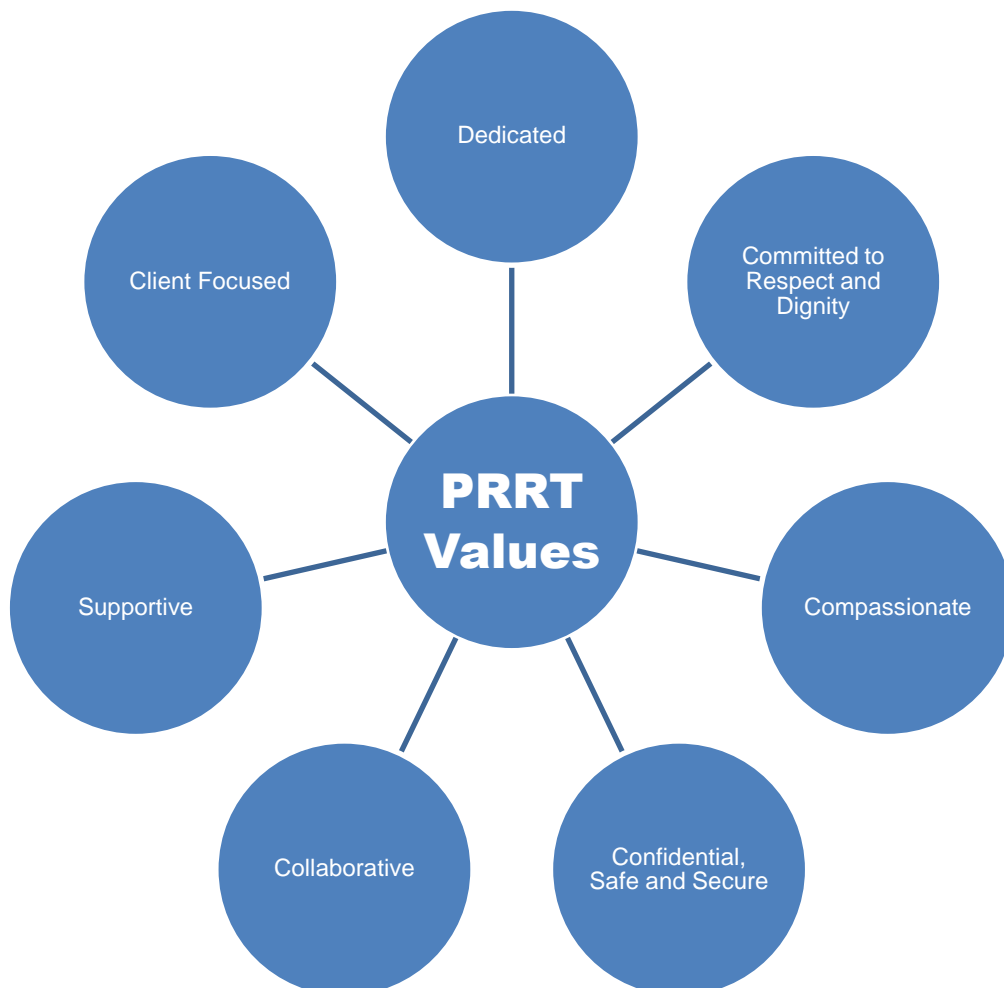
An Roinn Díl agus Cirt
Máinystrie o tha Laa



Our Purpose, Our Outcomes, Our Values

The Police Rehabilitation and Retraining Trust has developed a clear purpose which is to create a recognized and exemplar 'Centre for Health and Wellbeing' for all of our clients. We will achieve this by working with others to deliver a high quality service that is valued by our clients and our people.

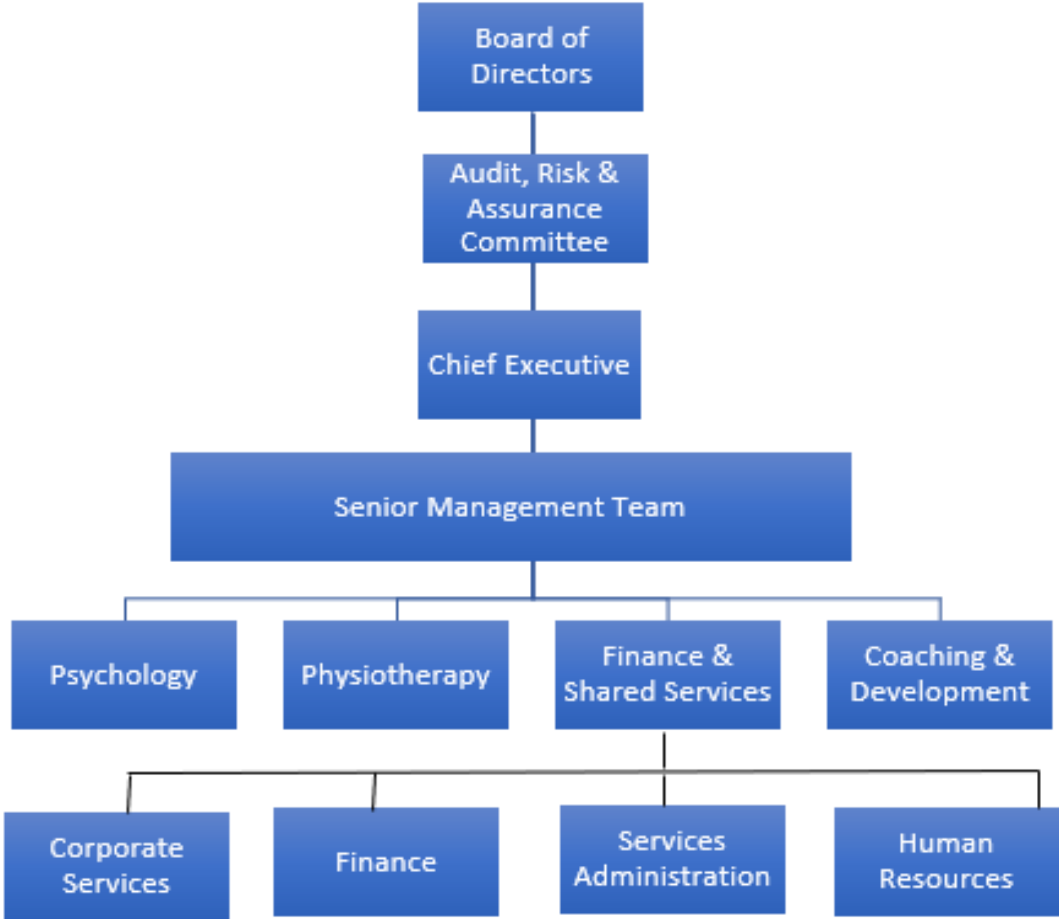
To help achieve this purpose 7 values have been developed which are the focus and underpin everything that PRRT do.



Our Organisation Structure

Our Board is responsible for the control and strategic direction of PRRT. The Chief Executive is accountable to the Board of Directors and manages the services with a dedicated Senior Management Team accountable to him.

The Senior Management team is comprised of the Head of Psychological Therapies, Head of Physiotherapy, Head of Coaching and Development and the Chief Operating officer.



Section 3: Job Description

| | |
|---------------------|--|
| Job Title: | Associate Clinical Trainer |
| Department: | Psychological Therapies |
| Hourly rate: | £35.00 plus mileage rates in accordance with PRRT policy |
| Hours: | Hours will be offered on an 'as and when required' basis only and will vary according to requirements. Working hours may be Monday to Friday between the hours of 9.00am – 5.30pm to meet the needs of the service. Regular hours cannot be guaranteed and payment will be made for hours worked only. |
| Reports to: | Head of Psychological Therapies and Clinical Lead |
| Location: | Locations throughout N. Ireland |

MAIN PURPOSE

To deliver professional structured skills-based workshops in person in the area of mental health, psychological well-being and resilience including stabilisation, psychoeducation and relapse prevention.

To deliver practical training both on-site at PRRT Maryfield Training Suite and at locations throughout Northern Ireland.

Key Responsibilities:

Clinical Training

- Facilitate and deliver structured skills-based workshops to a group of participants in the areas of mental health, psychological well-being and psychological resilience.
- Facilitate practical exercises as part of workshop delivery to engage all participants and increase competence and confidence in the skills delivered.
- Deliver the workshop material in an engaging, dynamic and flexible way as to meet participant need.
- Create and maintain a positive, professional and vibrant learning environment in order to engage groups and individuals.
- Design and deliver new and existing clinical educational presentation materials ensuring that all materials are kept up to date.
- Ensure material is delivered in a way that is in keeping with the current clinical evidence base.
- To liaise with host representatives during the delivery of workshops.
- To provide accurate and up-to-date referral pathway information for participants where required.
- Monitor, evaluate and review current training content and arrangements making improvements where necessary.
- Ensure all training is monitored and evaluated for quality and effectiveness.

- To maintain a high standard of professionalism and to establish good, effective working practice in accordance with the relevant codes of conduct and PRRT policies and procedures.

Communication

- To be responsible for handling queries arising during the skills-based workshops in a tactful, diplomatic and empathic manner, adhering to PRRT's standards of customer care.

Information Resources

- Use a range of computer systems e.g. Word, Excel and Powerpoint to create presentations, reports and documents.
- Maintain records as required by the relevant professional body as well as PRRT policies and procedures.
- Maintain the confidentiality of all personal data processed by the organization in line with the provisions of GDPR.
- Responsible for sourcing and gathering information to produce new training materials, reports and papers for meetings as required.

Continuous Professional Development

- Maintain own clinical competence by maintaining an active awareness of current developments in psychology and by implementing the knowledge and skills acquired.

General Responsibilities

- To work as an autonomous professional within the ethical guidelines and policies and procedures of PRRT.
- To promote and develop positive and productive/effective working relationships with other multidisciplinary members of PRRT.
- Comply with organisational and departmental policies and procedures.
- Promote and demonstrate appropriate behaviours in line with PRRT values.
- Comply with legal duties and responsibilities under Health and Safety legislation, plus a general duty to work safely and not to put others at risk i.e. colleagues, clients, visitors as a result of any activity or omission at work.
- Undertake any other duties which may be assigned to meet organisational need and which are reasonably regarded as within the nature of the duties, responsibilities and grade of the post as defined.

The principal responsibilities listed above are an indicator of the main aspects of the role as opposed to representing a definitive list.

Section 4: Person Specification

| CRITERIA | Essential | Desirable | Method of assessment |
|--|---|--|---|
| Qualifications & Professional Development | | | |
| | <ul style="list-style-type: none"> Honours Degree in a health-related discipline e.g. Nursing, Social Work, Occupational Therapist, Psychology/Psychotherapy A Post Graduate Diploma in a relevant Mental Health discipline Have current registration with relevant professional body | <ul style="list-style-type: none"> Recognised Level 6 teaching / training qualification Have BABCP accreditation | Application Form |
| Experience | | | |
| | <ul style="list-style-type: none"> Minimum of 2 years' experience delivering training in person to adult groups | <ul style="list-style-type: none"> Minimum of 1 years' experience delivering psychological training in person to adult groups | Application Form / Assessment / Interview |
| Key Skills and Abilities | | | |
| | <ul style="list-style-type: none"> Effective presentation skills and the ability to communicate complex, technical and clinically sensitive information which is congruent with the needs of the recipient Excellent interpersonal skills with the ability to develop and maintain effective working relationships with colleagues, stakeholders and trainees Ability to prioritise and plan use of resources Ability to create and maintain training materials | | Assessment / Interview |
| Special Knowledge | | | |
| | <ul style="list-style-type: none"> IT literate in the areas of Microsoft Office, Outlook, Powerpoint, Word, Excel etc Awareness of confidentiality and what this means in a training situation Knowledge of data protection and information governance | | Interview |

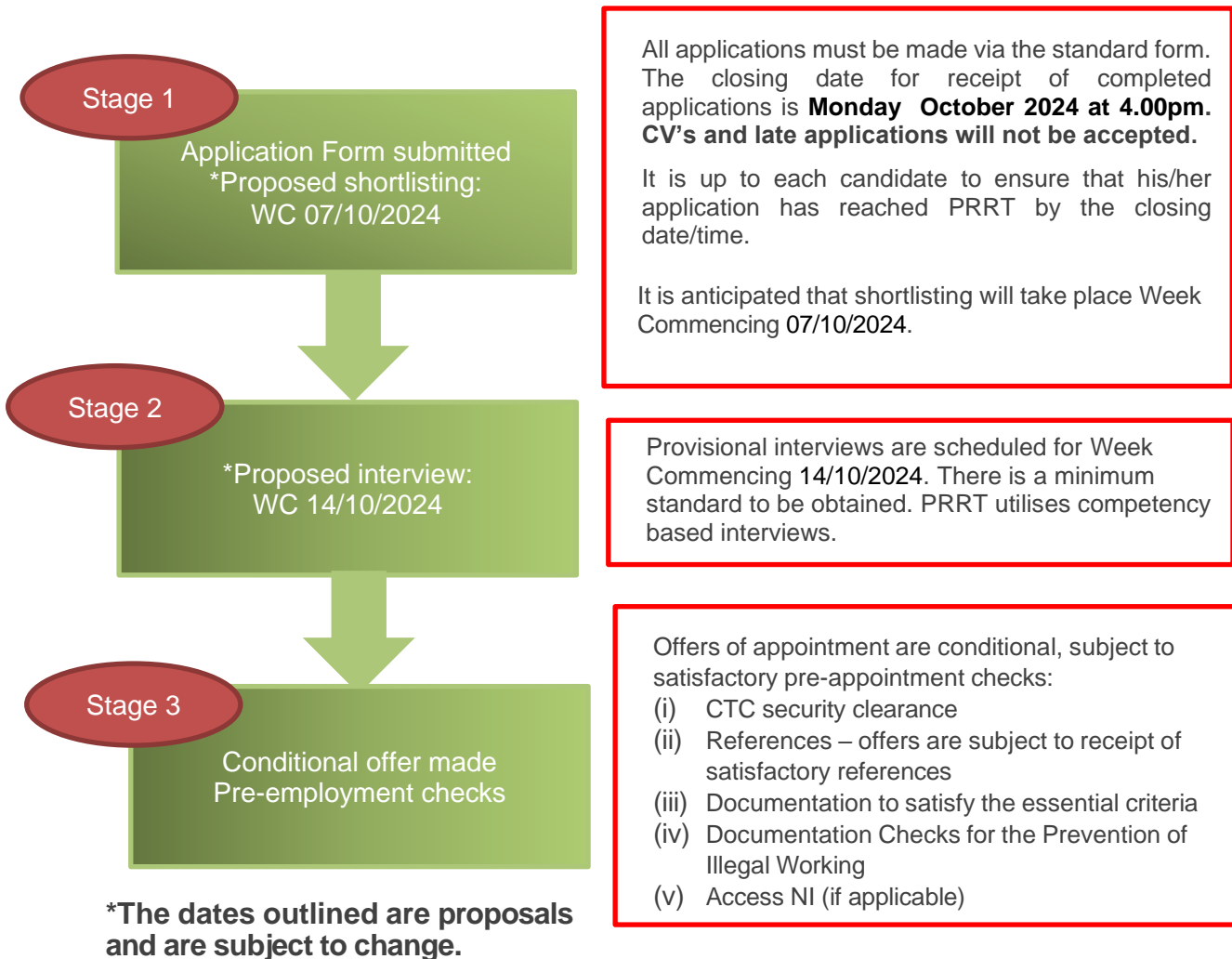
Other

- Possess a full, current UK driving licence which is valid for use in the UK and have access to a car on appointment

'Where disability prohibits driving, this criteria will be waived if the applicant is able to organise suitable alternative arrangements'

Application Form

Section 5: Recruitment & Selection Process



Appointments to PRRT are made under the 'merit principle' where the best person for any given post is selected in fair and open competition.

Communication between You and PRRT

- PRRT will communicate with you via email as soon as possible following each stage of the selection process. Please ensure you provide a valid email address to which you have ongoing access.
- Please remember that it is your personal responsibility to check your email folders for communication from us. This includes 'junk' folders, as some email providers may filter emails from us. Please check your email folders frequently, as we may contact you at short notice.

Section 6: Terms and Conditions

This is an indication of the conditions of appointment and is not intended to be an exhaustive list.

Overview

1 Pay

The hourly rate is £35.00 and mileage rates will be payable in accordance with PRRT policy.

2 Hours

Hours will be offered on an 'as and when required' basis only and will vary according to requirements. Working hours may be Monday to Friday between the hours of 9.00am – 5.30pm to meet the needs of the service. Regular hours cannot be guaranteed and payment will be made for hours worked only.

3 Holiday Entitlement

Workers on the Associate Register are not PRRT employees and therefore have no entitlement to annual leave. However, there is an entitlement under the Working Time Regulations to 5.6 weeks paid holiday per year (based on full time hours). Leave will be calculated on a pro rata basis and paid monthly in arrears.

4 Pension

A qualifying workplace pension scheme with a 15% employer contribution is available for those who meet the qualifying criteria.

5 Probation

Your employment will be subject to a satisfactory completion of a probation period of 6 months during which time your progress will be monitored and feedback will be provided. You will be obliged to follow all the procedures laid down by PRRT.

6 Location

The role requires travel throughout Northern Ireland.

7 Period of Notice

The appointment may be terminated by the employee giving 1 months' notice in writing. The period of notice to be given to the employee will be as per Terms and Conditions.

8 Pre-Employment Checks

Appointment is subject to -

- i. Security clearance Level 2, Non Police Personnel (NPP) and CTC Clearance
- ii. Receipt of satisfactory references. References will only be sought as part of a pre-employment check prior to appointment. References will be taken up from both referees named on the application form, one of which must be a current employer or, if not currently employed, the most recent employer who would have knowledge of the successful candidate in a working environment.
- iii. Providing the required documentation to satisfy the essential criteria, i.e. proof of qualifications. It is important to note that if you do not provide the requested documentation you will not be able to take up post.
- iv. Documentation Checks for the Prevention of Illegal Working - it is your responsibility to demonstrate you are entitled to work in the United Kingdom.

If you are unable to produce the relevant documents, or the documents are not satisfactory, the offer of employment may be withdrawn. You will be required to produce original documents to verify your identity, one of which must be photographic identification.
- v. Access NI checks – if applicable.

Section 7: Applicant Guidance Notes

General Guidance

1. Please read the candidate information pack before completing your application form.
2. You must submit your application via the standard application form by email or post.
3. We will not accept CVs, letters, additional pages or any other supplementary material in place of, or in addition to, completed application forms.
4. You must fully complete all sections of the application form before your application can be considered. Failure to do so will result in disqualification.
5. All applications must be received by the closing date. Late applications will not be accepted. It is your responsibility to ensure that your application is submitted successfully prior to the closing date and time. PRRT will not take into consideration the failure of information technology / systems to successfully submit completed application forms by the closing date and time.
6. You must provide sufficient evidence for your application to be assessed against the criteria for the post. Therefore:
 - Be specific about qualifications including level and grades.
 - Be specific about your length of experience ensuring you provide appropriate dates as no assumptions will be made.
 - If required to 'demonstrate' experience of a particular skill/task please ensure you provide a specific example of this.
 - You should ensure that details are full, accurate and relevant to the post requirements.
 - Do not use abbreviations or complex technical detail.

Qualifications

1. If you are relying on equivalent qualifications you are responsible for clearly detailing the qualification and how an equivalency has been justified.

Note: General information and guidance on qualifications can be found on the following website: <http://ofqual.gov.uk> and the Register of Regulated Qualifications can be used to check what level a qualification is: <https://www.gov.uk/find-a-regulated-qualification>.

2. If your qualifications were obtained outside the United Kingdom, please see the guidance on equivalent qualifications at <http://ofqual.gov.uk/help-and-advice/comparing-qualifications/>. Qualifications across Europe can be compared using the European Qualifications Framework: <https://ec.europa.eu/ploteus>.

You can also refer to UK NARIC at www.naric.org.uk/naric to obtain formal comparison of your qualifications if they were obtained outside of the UK.

3. You will be required to provide documentary evidence of all qualifications and claimed equivalencies as part of the pre-employment checks. It is important to note that if you do not provide the requested documentation you will not be appointed.

Essential/Desirable Criteria

1. During shortlisting, you will only be assessed on the information contained within the **Shortlisting** section of your application form as this is the only section that the Panel will receive.
2. The Panel will not make assumptions about your skills and experience from the title of your post, years of experience or the nature of the organisation.
3. PRRT reserves the right to use both the essential and, if appropriate, desirable criteria for shortlisting purposes.
4. You must provide sufficient detail regarding how you meet all of the essential and, if appropriate, desirable criteria at the closing date, otherwise your application will not be shortlisted.
5. You must demonstrate how you meet each criterion in the relevant section provided. Each criterion is assessed individually and must therefore be completed in full, ie, you must not rely on information included in other criteria or contained within your employment history to demonstrate how you meet a criterion. If you do not meet all of the essential criteria, you will not be shortlisted.
6. You should use specific examples to demonstrate that you have the experience and skills required and clearly show your personal involvement in any experience you quote. Ensure your answer relates to what you specifically did in the example, write 'I' not 'We' as the Panel can only shortlist on what you have done. It will not be sufficient simply to list the duties and responsibilities of posts held.
7. If you have not been shortlisted on a particular criterion, the Panel will not review the remaining criteria.

Declaration

You will be required to declare that the information you provide in the application form is correct to the best of your knowledge. If you have provided false or misleading information this will render your application invalid and any appointment offered will be rescinded or terminated.

Submitting your Application

Duplicate applications will **not** be accepted. If you submit more than one application we will accept your first submission, unless you contact us before the closing date and time, and advise which application you want us to consider.

Reasonable Adjustments

If you require any assistance/reasonable adjustments during any stage of the selection process due to a disability, please contact the HR Manager on Tel: 028 9042 7788 or email: recruitment@prrt.org.

If you wish to receive an application form or candidate information pack in an accessible format, please advise HR of your requirements as promptly as possible, allowing for the fact that the closing date for receipt remains the same for all applicants as noted above.

Section 8: Additional Information

Equality Monitoring

We are committed to equality of opportunity for all employees and job applicants, regardless of gender, marital status, disability, age, religious affiliation, political opinion, ethnic origin, dependants or sexual orientation.

We select those suitable for employment and advancement solely on the basis of merit. In order to comply with legislative requirements, you must complete the Equality Monitoring Form. This also allows us to monitor the effectiveness of our policy of equal opportunities in employment and effectiveness of our recruitment advertising.

Please note this form is regarded as part of your application and failure to complete and return it will result in your application being rejected.

Changes in Personal Circumstances

Please ensure that you inform us immediately of any changes in personal circumstances. If you decide at any point during the recruitment process to withdraw your application, please inform us as soon as possible.

Data Protection

You should be aware that, when submitting an application form, we process the information provided for the purpose of meeting our legal obligations.

Benefits of working with PRRT

- Benenden Healthcare Scheme
- A qualifying workplace pension scheme with a 15% employer contribution
- Staff Wellbeing Group
- Free secure parking on-site
- Generous CPD policy, time off to attend courses where appropriate and payment of relevant professional body membership fees

Section 9: Application Form Checklist

Please use the checklist below to help ensure that you have completed your form in full and are ready to submit your application.

Have you ...

- read the 'Application Form Checklist within this this information pack?
- clearly demonstrated how you meet all criteria requirements and provided sufficient detail within your application regarding this?
- listed current/previous employment details since leaving education, including details of posts held, exact dates (dd/mm/yyyy) and a brief summary of main duties?
- explained any gaps in employment and listed reasons for leaving previous employment?
- read and signed/agreed to the Personal Statement on the application form. **Remember**, failure to provide complete and accurate information may lead to a withdrawal of employment/offer of employment if this is subsequently discovered.
- completed your Equality Monitoring Form? By gathering this information from all applicants it will help us continue to implement positive action programmes, to remove barriers to equality and promote concepts of diversity and equality

The Job Description & Person Specification will help you prepare for the selection process.

**CLOSING DATE FOR RECEIPT OF APPLICATIONS IS
Monday 7 October 2024 at 4.00pm**

PRRT is an Equal Opportunities Employer and we welcome applications from all suitably qualified persons.

Contact us



028 9042 7788 / 18001 028 9042 7788 (Text Relay)



recruitment@prrt.org / servicesadmin@prrt.org



www.prrt.org



@PRRTRUST



f@MARYFIELDPRRT

