




verbal
EVERY STORY MATTERS

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RECRUITMENT PACK PROJECT TRAINER



VERBAL was first established in 1992 and has been designing, developing & delivering language arts-based projects with vulnerable individuals and marginalised communities for nearly 30 years.

For more information visit
www.theverbal.co

THE WORK THAT WE DO

WE DELIVER CREATIVE INTERDISCIPLINARY PROGRAMMES IN THE
AREAS OF



**MENTAL
HEALTH & WELLBEING**



**COMMUNITY DEVELOPMENT &
RECONCILIATION**



CREATIVE DEVELOPMENT

VERBAL Programmes



TARGET POPULATION

Northern Ireland,
Republic of Ireland &
Great Britain



BENEFICIARIES

50,000

sessions are delivered
annually across our
programmes.



KEY STAKEHOLDERS

Children & Young
People

Adults &
Communities

Digital Users



PROGRAMME DELIVERY AREAS

Prevention

Intervention

Recovery

Our Vision is a
world where

**EVERY
STORY
MATTERS**





OUR MISSION

“WE COMBINE STORYTELLING &
PSYCHOLOGY TO ENHANCE THE
MENTAL HEALTH & WELLBEING OF
INDIVIDUALS AND COMMUNITIES”

Our Values

WE ARE INCLUSIVE :

We go the extra mile to meet people where they are, to remove barriers to engagement & enhance wellbeing.

WE FOCUS ON QUALITY:

We take the time to gain in-depth knowledge of users' needs and actively work to improve our programmes to meet those needs on an ongoing basis.

WE LOOK TO CONTINUALLY GROW:

We are committed to a culture of exploration and learning, constantly questioning and challenging how we do things in search of better ways to make a positive impact

WE CONNECT:

We aim to connect with all our stakeholders by engaging their imagination, fostering a sense of rapport and encouraging creativity.

WE WORK IN PARTNERSHIP:

We strive to build strong, lasting relationships with our partners and work together towards common goals, recognising that by working together, we can make a greater impact in the community



JOB SUMMARY

As **Project Trainer** you will be at the forefront of our co-production & community engagement creative activities. Your responsibilities will include designing and delivering training programmes within a community setting that promote and amplify the voice of the participant. You will showcase Verbal's initiatives to a range of audiences and agencies. Additionally, you will be responsible for initiating and conducting consultations with multiple groups to assess and address project needs, ensuring our initiatives align with community requirements

As Project Trainer your responsibilities include;

- Developing and facilitating training workshops
- Reporting with accuracy to Project Manager on Project updates
- Consultation with various groups (For example Teachers, Health professionals, young people, older people)

JOB TITLE:	PROJECT TRAINER
REPORTING TO:	PROGRAMME MANAGER
ACCOUNTABLE TO:	PROGRAMME MANAGER
SALARY:	£27,000 - £35,000
CONTRACT:	36 HOURS PER WEEK ON A 9 MONTH CONTRACT (possible extension to contract, dependent on funding)
LOCATION:	DERRY~LONDONDERRY OFFICE

IN EXCHANGE FOR YOUR EXPERTISE WE WILL OFFER
YOU

PRIVATE MEDICAL INSURANCE
CRITICAL ILLNESS COVER
LIFE COVER
EVERYDAY MEDICAL CASH PLAN
ENHANCED PENSION COVER
24 DAYS HOLIDAYS PLUS 11 BANK HOLIDAYS

COME AND JOIN US

VERBAL works to transform the lives of individuals and communities by giving everyone, regardless of age, background, ability or circumstance the opportunity and the means to tell their story and create the conditions for those stories to be listened to by others.



JOB DESCRIPTION

As **Project Trainer** you will be instrumental in co-producing community engagement initiatives. Your responsibilities will span a wide spectrum, including designing and delivering training sessions within the community, effectively showcasing Verbal's impactful work to diverse audiences and agencies.

Duties & Responsibilities

The post holder will ...

- Co-ordinate and deliver a range of programmes across multiple locations .
- Co-ordinate the recruitment of participants and groups for Verbal projects.
- Deliver Verbal programmes to a diverse range of participants.
- Deliver high quality facilitation sessions to participants and stakeholders. .
- Create strong partnerships with key agencies, stakeholders and other community organisations to ensure the embedding of Verbal's co-production model within the sector
- Update and monitor programmes to ensure quality and impact
- Identify potential project risks and assist in developing risk mitigation strategies.
- Make a positive contribution to the development of in house training which will support delivery of Verbal's programmes to professionals and community champions
- Consult & engage with participants to ensure high standards and quality.
- Assist the Verbal research team in the gathering of qualitative and quantitative monitoring data from participants and groups.
- Provide any financial and budgetary support as required by the Programme Manager
- Assist Programme Manager in tracking project expenses and staying within budget constraints, providing regular updates to management
- Contribute to the organisations quarterly and annual KPIs

Audience Development /Marketing

The post holder will...

- Ensure that information/advice is made available to the public on all aspects of the project through social media team and promotional endeavours.
- Utilise social media team to promote interest and involvement
- Establish & create partnerships within local community, Education and Health Authorities to deliver Verbal programmes

ADDITIONAL RESPONSIBILITIES

The post holder will..

- Committed and adhere to Verbal's vision, mission and values.
- Actively engage in monthly staff meetings
- Actively engage in training as & when necessary
- To comply with Verbal's Child Protection Adult Protection policies and procedures and with National Guidance.
Comply with Verbal's code of conduct
- Actively consider the involvement of funders and partners with whom we work, in all areas of practice
- Observe all Health & safety requirements
- Work within and promote policies in relation to Equal Opportunities and anti-discriminatory practices
- Comply with Training & Development requirements.

Other information

- **Driving Licence**

This post requires the post holder to have a driving licence and access to their own transport.

- **Safeguarding Policy**

In line with the organisations Safeguarding policy this position is subject to Access NI checks. Full adherence with this process will be requested in the event of a successful application.

- **Accessibility**

If you require copies of documentation in alternative formats, for example large print, please contact clare@theverbal.co. If you require any particular requirements, should you be invited to interview, please make this clear in your application.

For background information on the organisation , please visit our website www.theverbal.co

NOTES

This job description describes the principal purpose and main elements of the job. It is a detailed guide to the nature of the main duties as they are currently envisaged but is not intended as a wholly comprehensive or permanent schedule of tasks. The post holder will be expected to work flexibly to changing business needs.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

QUALIFICATIONS

Bachelor's degree in Psychology or Literature

EXPERIENCE/KNOWLEDGE

- Experience in designing and delivering training programmes, workshops or educational materials.
- Proven ability to mentor and support individuals growth and development.
- Experience speaking and presenting to diverse audiences including presenting at seminars, workshops and training sessions.
- Knowledge of child & adult learning principles
- Experience in working collaboratively with cross-functional teams and fostering a positive team environment.
- Experience in successfully managing multiple tasks, meeting deadlines, and prioritising activities.
- Knowledge of quality assurance processes
- Knowledge of creating project plans, defining tasks and setting timelines.

SKILLS

- Excellent written and oral communication skills
- Proficient in defining project scope, objectives & deliverables.
- Ability to work in a fast-paced environment.
- Excellent IT skills, to include word processing and excel spreadsheets.
- Strong analytical skills to identify challenges, find solutions and make informed decisions to keep a project on track.
- Cultural competence to work respectfully and effectively with individuals from diverse backgrounds and communities.

TO APPLY SEND YOUR CV TO
clare@theverbal.co



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