



# PROJECT TRAINER RECRUITMENT PACK

## Our Values

Our values aren't just words on a wall; they are integral to who we are and how we operate daily. They were chosen collaboratively by our team, and they shape every interaction and decision we make.

### **WE ARE INCLUSIVE :**

We make it our mission to meet people where they are, breaking down barriers to ensure everyone can engage and thrive.

Your efforts will help enhance the wellbeing of those we serve, creating a truly inclusive environment.

### **WE FOCUS ON QUALITY:**

We listen closely to understand the unique needs of our users and continually improve our programs to meet those needs. Your dedication to quality will ensure we provide the best support possible.

### **WE LOOK TO CONTINUALLY GROW:**

We embrace a culture of exploration and learning. You'll be part of a team that constantly challenges the status quo, seeking innovative ways to make a positive impact.

### **WE CONNECT:**

We believe in engaging the imagination, fostering rapport, and encouraging creativity in all our interactions. Your ability to connect with others will help build strong relationships and inspire new ideas.

### **WE WORK IN PARTNERSHIP:**

We value strong, lasting relationships with our partners. Working with us means collaborating towards common goals and making a greater impact together. Your collaborative spirit will be key to our success.



# Join Verbal: Where Your Wellbeing and Satisfaction are our Priority

At Verbal, we place immense importance on cultivating a vibrant and supportive culture. Our commitment to employee satisfaction and wellbeing is reflected in our comprehensive approach, including bi-monthly staff satisfaction and wellbeing surveys. These surveys allow us to continuously analyse and enhance every team member's experience within our organisation. Additionally, our dedicated wellbeing committee meets monthly to develop strategic initiatives aimed at promoting and enhancing your wellbeing.

**89%**

Of our staff find their jobs meaningful

**90%**

Of our staff report being satisfied within their role.

**93%**

Of our staff know how their role contributes to the organisation



Our Vision is a  
world where  
**EVERY  
STORY  
MATTERS**





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



# THE WORK THAT WE DO

WE DELIVER CREATIVE INTERDISCIPLINARY PROGRAMMES  
IN THE AREAS OF



**MENTAL HEALTH & WELLBEING**



**COMMUNITY DEVELOPMENT & RECONCILIATION**



**CREATIVE DEVELOPMENT**

No slight  
after a m  
does not ge  
She looks at th  
from now, even  
is feeling uneasy  
feeling, but she can  
disappear (wander off)  
There is a bright light com  
coming from the open wind  
On another day, the early, low  
that one bare trunk, and the outer  
sunlight as though someone has dr  
Before her as she stands at the front  
have dropped some of their leaves



# OUR PROCESS

## Psychology team build the curriculum

Our psychology team work to ensure each programme follows a specified curriculum that will guide the participant through a tailored journey.

## Story creation

Verbal's Literary Editor will then research the perfect reading material that will match the psychology reviewed curriculum and the particular group we are working with.

## Delivery of programme

This is where the magic unfolds, as we engage with community groups. Here, we witness the transformative power of words and stories and the profound impact they can have on individuals. This is where our Wellbeing Facilitators really add value to our organisation.



## Co-production

We co-produce our programmes with our participants ensuring their true voices are heard.

## Psychology & CBT

Our psychology team embed within the reading material structured discussion intervals. These are designed to prompt participants to reflect on the content. Using questions and conversation starters.

## Content testing

Before we introduce our material to the groups we always test with a testing group to ensure that we have produced the highest quality programme for our participants.

## Impact reporting

Finally, We produce evidence based reports that reflect how our programmes have impacted those with whom we serve.

At Verbal, our commitment to excellence is deeply rooted in evidence-based research. Every project we offer is carefully co-designed, drawing from the latest findings in the fields of psychology, literature and co-production. Verbal's projects both contribute to and draw from pioneering research on the comprehensive advantages of arts-based interventions. We're constantly evolving, ensuring our work remains at the forefront of the field, adapting based on our findings and global advancements.

# JOB SUMMARY

We are seeking a passionate and dynamic **Project Trainer** with a background in psychology to deliver Verbal's unique shared reading model in the Northern Ireland Criminal Justice Setting. Our Shared Reading Model combines bibliotherapy and cognitive behavioural therapy (CBT) techniques to support mental health and emotional wellbeing through storytelling, literature and conversation.

**As a Project Trainer your responsibilities include:**

- Delivering Verbal's Shared Reading Model in the Northern Ireland Criminal Justice Setting
- Consulting with various groups within the Northern Ireland Criminal Justice Setting
- Providing a quality, safe and coordinated Shared Reading service

JOB TITLE:	PROJECT TRAINER
REPORTING TO:	PROGRAMME MANAGER
ACCOUNTABLE TO:	PROGRAMME MANAGER
SALARY:	£25,875 PRO RATA
CONTRACT:	16 HOURS PER WEEK 3 YEAR FIXED TERM
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**



# JOB DESCRIPTION

As **Project Trainer**, You will help improve the social, emotional and psychological wellbeing of participants by providing meaningful and purposeful activity on a weekly basis. Your responsibilities will include the capture of meaningful qualitative and quantitative data which will demonstrate the effectiveness and impact of the programme that you will deliver. You will contribute to the reduction of participants experience of stress, anxiety, worry and rumination which can lead to depression and self-harm.

## DUTIES

### **Project Delivery**

- Deliver Verbal Shared Reading to vulnerable adults experiencing living in a high stress environment within the Northern Ireland Criminal Justice Setting

### **Monitoring & Evaluation**

- Assist Verbal's Psychology Research team in gathering qualitative and quantitative monitoring data from participants.
- Ensure all demographic information is completed and recorded
- Track and report on project outcomes to the Programme Manager, ensuring necessary adjustments are made to improve effectiveness of the project
- Identify potential risks and assist Programme Manger in developing risk mitigation strategies.

### **Collaboration**

- Work closely with Northern Ireland Criminal Justice staff to foster a supportive network for the vulnerable adults participating in project
- Work closely with the Programme Manger, reporting on quarterly and annual project KPIs

### **Resource Development**

- Assist Verbal' interdisciplinary team in developing and refining project materials, ensuring they align with Project objectives and delivery outcomes.

## ADDITIONAL RESPONSIBILITIES

- 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 Safeguarding 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 for use in the UK and access to their own transport.

*This criteria will be waived in the case of a suitable applicant who has a disability, which prohibits them from driving but who is able to organise suitable alternative arrangements in order to meet the requirements of the post in full.*

- **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](mailto: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](http://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.

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# PERSON SPECIFICATION

## ESSENTIAL CRITERIA

	Criteria	Assessment	Stage
1.	BSC in Psychology	CV application	1
2.	Proven experience facilitating training/workshops	CV application /Application form	1/2
3.	Proven experience speaking and presenting to diverse audiences including presenting at seminars, workshops and training sessions	CV application / Application form	1/2
4.	Excellent communication and interpersonal skills with the ability to engage and inspire learners	Application form / Interview	2/3
5.	Excellent IT skills working with MS Office especially Word & Excel with the ability to document reports	Application form/ Interview	2/3

## DESIRABLE CRITERIA

	Criteria	Assessment	Stage
1.	Proven experience in successfully managing multiple task, meeting deadlines and prioritising activities	Interview	3
2.	Strong analytical skills to identify challenges find solutions and make informed decisions to keep a project on track	Interview	3
3.	Experience working collaboratively with cross-functional teams and fostering a positive team environment	Interview	3

## CONDITIONS OF EMPLOYMENT

	Criteria	Assessment
1.	Right to work in the UK	Provide original right to work documentation
2.	<p>This post requires the post holder to have a driving licence suitable for the UK and access to their own transport</p> <p><i>This criteria will be waived in the case of a suitable applicant who has a disability, which prohibits them from driving but who is able to organise suitable alternative arrangements in order to meet the requirements of the post in full</i></p>	Provide documentation
3.	Provide 2 satisfactory references.	Give the name and contact details of relevant referees
4.	Successful applicants will be required to go through an enhanced Access NI check	Apply for an Access NI check online when requested and to provide the relevant ID without delay

### Notes

Verbal operates a child protection policy.

Verbal is an equal opportunities employer.



**TO APPLY SEND YOUR CV TO  
[clare@theverbal.co](mailto:clare@theverbal.co)**



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