**GLASGOW ASSOCIATION FOR MENTAL HEALTH**

**PERSON SPECIFICATION**

**PROJECT: Learning & Development Department**

**POST Trainer/SQA Marker**

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**Essential**

* Experience delivering training
* Proven ability to prioritise and manage your own workload
* Ability to use supervision effectively
* Excellent IT skills (including word, power point, excel)
* Confident and competent setting up IT for courses
* Ability to use social media (including Twitter) and internet searching
* Completed a Suicide Intervention Skills Training course (ASIST)
* Experience of working in mental health
* An excellent understanding of mental health, recovery and wellbeing
* Proven organisational skills
* Positive communication skills with a wide range of partners
* Excellent presentation skills
* SVQ 3 Social Services and Healthcare at SCQF level 7 qualification or equivalent
* Good understanding of equalities and human rights

**Desirable**

* SMHFA registered trainer
* SQA Assessor and/or SQA Verifier Qualification / or similar such as teaching qualification for FE
* Experience of working with people in recovery from mental health difficulties
* Experience of designing courses
* Experience of working with co-trainers who are experts through personal experience of mental health problems and recovery
* Registered ASIST Trainer with experience of delivery
* Proven ability to deliver other relevant courses
* A working knowledge of the standards for SVQ 2 and 3 Social Services and Healthcare

**Main Responsibilities**

* Support candidates undertaking GAMH’s Customised Induction Award, including delivery, assessment, verification and providing written and verbal feedback. And maintaining relevant records.
* Contribute to the design and review of courses and publicity materials
* Contribute to the personal development and supervision of Lived Experience Co-trainers
* Maintain and update Learning & Development Centre administration systems
* Plan, co-ordinate and deliver courses
* Liaise with a wide range of customers and GAMH staff
* Collate course evaluations.
* Any other duties as required.