

GAMH Learning & Development Department

Learning & Development Officer

Job Description

Job Title	Learning & Development Officer
Salary	£28,000
Hours	37.5 hours (occasional weekends and evenings) (part time may be considered)
Employer	GAMH
Contract	18 months from start date (possible extension - subject to funding)
Accountable to	Learning & Development Co-ordinator/Manager
Base	GAMH, St Andrews by the Green, 33 Turnbull St, Glasgow G1 5PR

GAMH is looking for an experienced and qualified Learning and Development Officer to join our Learning & Development Department. The role is designed to support the department to deliver courses for external customers and internally for GAMH staff, including our staff mandatory training.

Key responsibilities includes developing, updating, planning and co-ordinating courses in consultation with the Learning & Development Manager; supporting GAMH's SQA Approved Learning Centre, currently focused on the delivery, assessment and verification of our Customised Induction Award, SCQF level 6. The appointed applicant will support candidates undertaking the award, mark submissions, provide feedback, attend related meetings, and complete associated administration records as required.

The Learning and Development Officer is also responsible for the co-ordination and delivery of the mental health programme of courses for carers in Glasgow in consultation with Glasgow Carers Centres. This strand of training is commissioned by Glasgow City HSCP and involves quarterly reporting.

GAMH regularly delivers bespoke mental health awareness and Scotland's Mental Health First Aid courses for a range of organisations in Greater Glasgow and beyond. Many of our courses are co-delivered by professionals and people who are experts by experience in mental health issues and recovery. As a member of the Learning and Development Team the successful candidate will contribute to the personal development and supervision of Co-trainers in our Lived Experience Training Project.

The successful candidate will hold a relevant qualification at SCQF level 7 or above, and be able to travel throughout Greater Glasgow and beyond as required.

If you would like to find out more contact Lesley Ross tel 0141 552 5592 l.ross@gamh.org.uk

MAIN RESPONSIBILITIES

- Co-ordinating and delivery of the Mental Health Strand of training on behalf of Glasgow City HSCP for carers in Glasgow. This involves working closely with local carers centres, quarterly reporting to Glasgow City HSCP and delivery of mental health awareness and wellbeing sessions online or face to face as agreed. Co-ordination also involves managing related administration systems including the training calendar; liaising with any external trainers; contacting course participants and following up any health and safety issues arising during courses.
- Supporting new staff who are required to undertake GAMH's Customised Induction Award, SQCF Level 6, including delivery; assessment; internal verification; provision of written and verbal feedback.
- Contribute to the design and review of courses, the customised award materials, and publicity materials.
- Contribute to the personal development and supervision of GAMH Lived Experience Co-trainers/Consultants.
- Maintain and update Learning & Development administration systems.
- Work with colleagues to support the development of new areas of work and funding tenders.
- Attend meetings and undertake training as required.
- Plan, co-ordinate, deliver and evaluate courses to staff and other organisations.
- Liaise with a wide range of customers and GAMH staff.
- Undertake and complete relevant qualifications as required.
- Any other duties as required.

PERSON SPECIFICATION

ESSENTIAL

Experience

- Experience delivering effective training
- Experience working in a mental health setting
- Experience developing training/learning materials
- Experience working in a team
- Experience managing administration systems

Skills

- Proven ability to prioritise and manage your own workload
- Excellent IT skills (*including word, power point, excel, zoom*)
- Excellent communication skills (*oral/presentation and written*)
- Excellent and proven organisational skills
- Report writing and carrying out evaluations

- Ability to deliver training courses via platforms such as zoom
- Confident and competent setting up IT and other equipment for courses
- Ability to use social media (e.g. Twitter) and internet searching
- Ability to use supervision effectively
- Ability to complete related learning and development qualifications as needed.

Knowledge & understanding

- Good understanding of equalities and human rights; trauma informed/skilled and person centred approaches
- Excellent understanding of mental health, recovery and wellbeing
- Positive communication skills with a wide range of partners

Qualifications

- Relevant qualification at Scottish Credit and Qualification Framework level 7, or above, or equivalent.

DESIRABLE

Experience

- Experience delivering ASIST, SMHFA and/or other relevant courses
- Experience of developing courses
- Experience engaging participants via online courses
- Experience supporting candidates with diverse learning needs to undertake qualifications
- Experience working with people in recovery from mental health difficulties
- Experience of working with co-trainers who are experts through personal experience of mental health problems and recovery

Skills/Qualifications

- Completed relevant courses such as ASIST and SMHFA courses
- SMHFA or ASIST registered trainer
- Research skills, and a related qualification
- SQA Assessor, Internal Verifier, or similar qualification such as teaching groups or adult learning.
- Proven ability to deliver other relevant courses

Knowledge

- A working knowledge of the standards for SVQ Social Services and Healthcare SCQF levels 6 & 7
- Knowledge of open online learning resources