

Mental Health & Wellbeing Trainer

Job Description and Person
Specification



Mental Health & Wellbeing Trainer

Hours	30 hours per week
Leeds Mind Grade	Grade 3
Contract	Permanent
Location	Clarence House, Horsforth, Leeds, LS18 4LB with travel across Leeds and Yorkshire
Annual Leave	28 days a year plus 8 Statutory holidays, rising to 31 days after 3 years
Pension	3% employer contribution, 5% employee contribution, enhanced by salary exchange
Probationary Period	6 months
Reporting to	Training Lead
DBS Check Level	Standard

Introduction

We have faith and optimism in the people who access our services and so delivery is built around their needs. We support the people of Leeds West Yorkshire to discover their own resources to 'recover' from periods of poor mental health, and to live life independently with their mental health difficulties. Our values of Being Open, Supportive, Brave, Connected and Resourceful are pivotal to the work we do.

The post holder will join the Leeds Mind Training Team and wider Business Development Team. The post will be based at Clarence House in Horsforth and is for 30 hours. Leeds Mind is the city's leading mental health charity with a turnover of approximately £4m+ each year. The Business Development team is at an exciting point in its growth and this role will be pivotal in providing training to individuals and organisations across Leeds and the wider Yorkshire area, with any surplus contributing to income generation for Leeds Mind.

Belonging at Leeds Mind

Leeds Mind is committed to creating an inclusive environment – equity, diversity and inclusion are at the heart of everything that we do.

We are committed to ensuring that our colleagues, volunteers and people who access our services feel a sense of belonging at Leeds Mind that gives them the confidence to share their unique perspectives and experience.

By creating an inclusive environment that fosters belonging, we aspire to attract colleagues and volunteers who offer diversity of experience and thought. We believe this will ultimately improve the service we provide as well as the employee and volunteer experience.

To find out more about how we are developing this you can click [here](#).

Purpose of the role

You will be responsible for delivering our market-leading content to an array of corporate clients, while playing a key role in the development of future products and titles alongside knowledgeable and experienced colleagues.

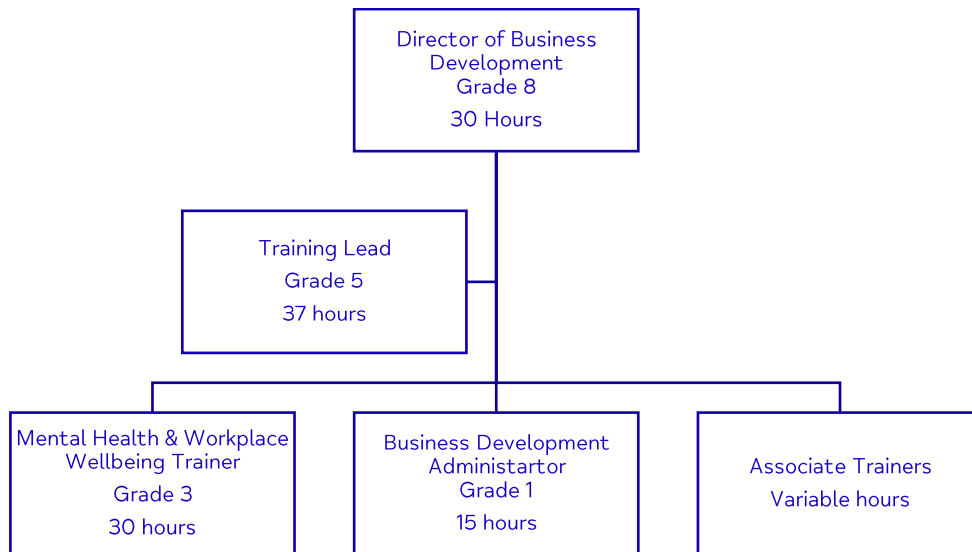
Typically, our training content helps organisations increase their awareness of mental health issues in the workplace. This enables their workforce to feel better able to manage their own mental health and to offer support to their colleagues.

Our core curriculum includes titles such as Mental Health Awareness, Skills for Managers and Building Resilience, all the way to more formal Mental Health England's Mental Health First Aid training and refreshers.

Sitting within the wider Business Development department, which also includes fundraising, Marketing and Comms and income generation-focused colleagues, the successful delivery of our training portfolio will contribute to unrestricted income for the charity and help us reach our budgetary and strategic goals.

The postholder will play a key role in ensuring Leeds Mind training remains innovative, engaging and relevant for modern corporate audiences. This includes using contemporary training methods, digital tools and creative facilitation techniques to move beyond traditional slide led delivery and create memorable, psychologically safe, and impactful learning experiences.

Team Structure



Main Tasks and Responsibilities

- Deliver high-quality training using engaging, inclusive, and evidence-based approaches across face-to-face and online settings.
- Design interactive learning experiences that go beyond PowerPoint, incorporating storytelling, discussion, reflection, and scenario-based methods.
- Use digital tools effectively (e.g. Mentimeter, polls, breakout rooms) to enhance delegate participation and engagement.
- Collaborate on training development, supporting the evolution and evaluation of current and future programmes for corporate audiences.
- Ensure content remains current and relevant, aligned with best practice in workplace wellbeing, mental health, and adult learning.
- Support promotion of training services to businesses and individuals.
- Mentor and support new trainers, providing shadowing and co-delivery opportunities while modelling engaging delivery styles.
- Manage training administration efficiently, including preparation of materials, maintaining records, inputting data into CRM and tracking feedback and outcomes against KPIs.

- Update and maintain training resources, ensuring materials are inclusive, contemporary, and informed by emerging evidence and technology.
- Drive innovation and continuous improvement by testing new approaches, staying updated on sector trends, and using feedback data to enhance learner experience and impact.

Organisation

- Participate in 1:1s, performance and development, including Leeds Mind compulsory training programme
- Attend and participate in service/team meetings
- Work within the framework of Leeds Mind's policies and procedures
- Promote the values, behaviours and ethos of Leeds Mind
- Respond and report on safeguarding concerns in line with the Leeds Mind safeguarding policy and procedure
- Undertake any other reasonable duties as and when required

Person Specification

	Essential	Desirable
Knowledge/Qualifications	<ul style="list-style-type: none"> • A recognised teaching or training qualification (Level 4 and above) • A full UK drivers' license and use of a car 	<ul style="list-style-type: none"> • Mental health qualification • Mental Health England First Aid Instructor
Skills/Ability	<ul style="list-style-type: none"> • Excellent communication and facilitation skills that engage, challenge and support learning across diverse audiences. • Ability to deliver training using trauma-informed, person-centred and inclusive approaches • Confidence designing and delivering highly engaging training using a range of methods, including storytelling, experiential activities, discussion and scenario-based learning. • Strong ability to use digital tools, Microsoft Office, and training technology to create interactive, engaging learning experiences in face-to-face, online and hybrid settings. • Build and maintain effective relationships with clients and stakeholders to support repeat business and service development • Adaptable and solution-focused, with a proactive "can-do" 	<ul style="list-style-type: none"> • Experience of using interactive learning platforms (e.g. Mentimeter or similar tools). • Experience delivering training to corporate or professional audiences with a strong focus on engagement and impact. • Experience of using CRM systems or databases to support customer relationships, reporting or service delivery.

	<p>approach to problem-solving and responding to challenges or change during delivery.</p> <ul style="list-style-type: none"> ● Strong organisational and time-management skills, able to manage competing priorities and meet deadlines. ● Ability to translate complex mental health and wellbeing concepts into clear, accessible and workplace-relevant learning ● Ability to use data, evaluation and sector best practice to inform decisions and improve delivery 	
Experience	<ul style="list-style-type: none"> ● Proven experience of delivering training to a diverse range of stakeholders /workplaces. ● Substantial experience within a teaching/training setting. ● Working within a mental health setting. ● Designing, developing, and evaluating a wide range of learning interventions. ● Takes ownership of performance using feedback and data to improve outcomes. 	<ul style="list-style-type: none"> ● Experience of collaboratively developing training materials. ● Working within an employee relations capacity (e.g. HR, Occupational Health, line Manager, Supervisor, Job Retention Role, Employment Support Role) ● Experience of working to KPIs, targets or income-related objectives
Behavioural	<ul style="list-style-type: none"> ● Motivated, confident and resilient. ● Lives our values every day – Being Open, Supportive, 	<ul style="list-style-type: none"> ● Lived experience of mental health difficulties.

	<p>Brave, Connected, and Resourceful.</p> <ul style="list-style-type: none">• Open to change and able to work flexibly in line with the needs of the service/organisation.• Commitment to working in partnership with service users, management, and staff.• Understanding of the challenges faced by people experiencing mental health difficulties.• Demonstrate a commitment to equality and diversity in the workplace.• Commitment to safeguarding clients and others you may come into contact with as part of your role.	
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