



Training Development Manager Job specification

Reports to:	Business Development Manager
Location:	Maidstone Offices, blended remote working
Hours:	Full time, 35 hour week.
Salary:	£32,900 pa
Contract Type:	Full time / hybrid. Permanent.

About Mid Kent Mind

We believe in recognising people as unique individuals and not as a diagnosis or a label and that empowerment is key in recovery and maintaining wellbeing. Mid Kent Mind work in the community to promote social inclusion for people who experience mental health problems. We strive to tackle stigma and discrimination through projects that promote a better understanding of mental health. We aim to ensure that the needs of each individual, who experiences a mental health problem, are met with the best possible support and outcome.

About the role

You will lead on the development and implementation of internal and external training. As well as delivering a wide range of training courses across the region, you will work closely with the Business Development Manager to grow our paid-for training courses.

Who you are

- You are an authentic and empathetic communicator with emotional intelligence, you are able to deliver confidently to a wide range of audiences, face to face and virtual delivery.
- You have excellent administrative skills, attention to detail and are rigorous in your task management.



- You already excel in your current field, you might not be a trainer already but you have the will and the 'know-how' to demonstrate transferable skills that relate to this role.
- You have experience managing projects from conception to completion; including evaluations and communicating feedback.

What you will offer us

- You may or may not have done this before. You may already be at management level and know what it's like to work in a small organisation and what it takes to develop and deliver impactful training.
- You will be familiar with working to budgets and liaising with the team to ensure courses are advertised successfully and invoiced accordingly.
- You will be a positive addition to the team and happy to represent Mid Kent Mind at conferences, events, and partnership meetings.
- You will be confident with accurate data entry and working with a customer relationship management (CRM) system.
- You will be proficient at analysing data and collating reports.
- You will be experienced at working to targets.
- You will be a valued contributor to the management team and wider organisation.

Key responsibilities

- As our Training Development Manager your key role is to lead on, and own, a county-wide training programme.
- Lead on the existing training delivery and develop new training initiatives.
- Implement existing and lead on the growth and development of Mid Kent Mind's training department.
- Implement and deliver the existing, as well as develop new, opportunities for both internal and external training.
- Oversee and manage the Training budget and have a good understanding and experience of Excel.
- Ensure that genuine training partnerships are built and maintained.
- Collaborate closely with colleagues in teams across the organisation, and other Kent branches, promoting all our training activities and maximising opportunities.



Mid Kent Mind will consider any reasonable adjustments required by applicants with a disability (as defined under the Equality Act 2010) who meet the requirements of the post to be invited to interview. We welcome applications from people with transferrable skills and qualities, and people with diverse employment histories and personal backgrounds and applicants with lived experience of mental illness.

Review: this job description is subject to periodic review.



Benefits

We're a charity and we're here to make a positive difference to lives and communities. You'll work with a passionate, knowledgeable, and dedicated team with a big heart.

Holidays

Staff receive 25 days annual leave a year, plus Bank Holidays. After 3 years' service this increases to 28 days annual leave and after 5 years' service 30 days annual leave (calculated pro rata for part-time staff).

3 days discretionary leave at Christmas

Learning

We're committed to supporting our staff with learning and professional development, so we offer opportunities for coaching, training and mentoring. Everyone, regardless of role, is offered free Mental Health Awareness and Suicide Prevention training.

Pension

If eligible you'll be auto enrolled into our pension scheme, and our contribution is based on 3% of your salary.

Employee Assistance Programme

Everyone can access our Employee Assistance Programme. It's confidential and includes 24/7 telephone advice, and a suite of online tools to help you stay happy and healthy.

Wellbeing Hour

Staff wellbeing is at our heart and all staff are given an hour once per month enabling them to boost their wellbeing.

Working Week

As part of our commitment to wellbeing and to provide a better work life balance, we have recently reduced our working week from 37.5 hours to 35 hours whilst maintaining staff salaries.