



**LEEDS
BEREAVEMENT
FORUM**

Role Description

Freelance Trainer

February 2018



Freelance Trainer

Description of the role

Context

Established in 1996, Leeds Bereavement Forum is a small charity based in Leeds, which works to develop and improve bereavement services in the city.

- We signpost individuals to the most appropriate bereavement service either locally or nationally. You do not need to be referred to us, our service is free and open to all
- We provide training, information, events and conferences to people who work in the area of bereavement to support their professional development. We work in partnership with organisations across the city to improve the provision of bereavement services
- We campaign to help people talk more openly about dying, death and bereavement and to make plans for the end of life. We work in partnership with Dying Matters nationally and locally

Leeds Bereavement Forum is funded by the three Leeds Clinical Commissioning Groups. Our funding has been confirmed for the next two years from April 2017 to March 2019.

Role Summary

Are you an experienced trainer with a personal and/or professional interest in bereavement? Are you passionate about helping others to improve the bereavement support they provide?

We currently work in partnership with two highly experienced trainers with a passion for increasing knowledge and understanding of bereavement to deliver bereavement skills training to organisations in Leeds. We are seeking more trainers to join us on a **freelance basis** to deliver both our current half day courses and to meet future demand for bereavement training.

Our Training Offer

If you are successful at interview we will ask you to secure your place on our two-day Train the Trainer course with a £50 deposit. Your deposit will be fully refunded following successful delivery of your first Leeds Bereavement Forum training course.

Payment

We will pay an agreed hourly rate (currently £40 per hour) for each training course you deliver.

Your Commitment

Once successfully trained, we will ask you to commit to being able to deliver a **minimum of two courses a year** for Leeds Bereavement Forum. However, please note there is no guarantee of us being able to provide you with a minimum amount of work as this will depend on the uptake of our training courses.

How to apply

Please read the following **Person Specification** for the role. It is used at the short listing and interview stage to decide how suitable each candidate is to take on the role. **Leeds Bereavement Forum does not necessarily expect that each candidate will fulfil all the criteria listed in the Desirable column** but any 'gaps' could form areas for development in the future.

If you are interested in applying to become one of our freelance trainers, please complete our application form. If you require further information or assistance please contact Barbara Stewart at Leeds Bereavement Forum on Barbara.stewart@lbforum.org.uk or call 0113 225 3975.

Terms and Conditions

Upon successful completion of your training, you will be eligible to deliver our bereavement training courses and will receive an agreed rate (currently £40) per hour for bereavement training delivered on behalf of Leeds Bereavement Forum.

Subject to receipt of two satisfactory references

Proof of eligibility to work in the UK

Application

Please send your completed application and equal opportunities monitoring forms to info@lbforum.org.uk. CVs will not be accepted.

The **deadline for receipt of applications is 4pm on Monday 5 March.**

Interview Dates: Thursday 22 March (am) or Friday 23 March (pm).

If successful, you will be offered a place on our **two day Train the Trainer course** due to take place on **Wednesday 2 and Thursday 3 May.**

Equal Opportunities

Leeds Bereavement Forum is committed to promoting equality and opportunity in its employment practices. In particular, we aim to ensure that no potential or actual employee receives more or less favourable treatment on the grounds of race, colour, ethnic or national origins, marital or civil partner status, sex, sexual orientation, gender reassignment, age, disability or religious beliefs.

Person Specification

	Essential	Desirable
Knowledge and Skills	<ul style="list-style-type: none"> • Competent in a range of training techniques, including formal teaching and experiential learning methods • Ability to effectively handle group dynamics in a learning situation • Able to monitor and evaluate progress of participants • Able to be adaptable and flexible in the use of learning material • Demonstrates an understanding of how adults learn and different learning styles • Ability to maintain appropriate boundaries in self disclosure and respect confidentiality 	<ul style="list-style-type: none"> • Understands theoretical models of bereavement, loss and grief • Knowledge of different cultural approaches around death and bereavement • Knowledge of how to operate a range of audio-visual aids • Qualification in Training/Teaching - CTTLS/Level 4 CET, equivalent or higher
Experience	<ul style="list-style-type: none"> • Experience or background in working with bereavement • Experienced trainer, used to working from other trainers notes/lesson plans 	<ul style="list-style-type: none"> • Experience of working directly with bereaved people
Approach	<ul style="list-style-type: none"> • A caring and compassionate nature • Ability to work collaboratively, alongside other trainers in partnership • Responsive and constructive in dealing with feedback from participants and colleagues • Respectful and sensitive to the individual needs of participants • Demonstrates understanding and commitment to equal opportunities and diversity 	<ul style="list-style-type: none"> • Self aware and able to take responsibility for own personal and professional development