**IN CONFIDENCE**

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| **POST: Training Lead**  **APPLICATION NO: TL/0123**  **CLOSING DATE: 5pm on Tuesday 7th February 2023.** |

**Please complete all sections of this application using black ink or typescript**.

**PERSONAL PARTICULARS**

Name:

Address:

Telephone Number for contact:

Email:

**EDUCATION**

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| SubjSubjects passed at ‘O’ Level/GCSE or equivalent | Subjects passed at ‘A’ Level/GCSE |
| Degrees or diplomas obtained with dates and institutions attended | |

**PROFESSIONAL QUALIFICATIONS**

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| Name of professional body or bodies | (I) By Examination (ii) By Election | Date & Result |

**PRESENT EMPLOYMENT (if any)**

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| Name & Address  of present employer  (or last employer)  Post Held:  Duties of Post:  Date Appointed:  Present Salary Period of Notice: |

**1. VOLUNTARY SERVICE OR COMMUNITY WORK**

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| Please give full details with dates etc. of any voluntary service or community work that you have undertaken on an unpaid voluntary basis. |

**2. EMPLOYMENT EXPERIENCE**

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| Please give full details, with dates, of any paid employment? |

**3. RELEVANT EXPERIENCE TO THIS POST**

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| Using the Personnel Specification, how do your skills, experience and abilities relate to this post?  **Please note that you will not be shortlisted for interview if you do not show below how you fulfil each of the essential criteria.** |
| **ESSENTIAL:**   * Two years’ previous or recent experience in a similar business role * Commercial awareness and client-driven outlook. * Outstanding communication and presentation skills. * Flexible approach to internal, external, and digital training with positive, can-do attitude. * Initiative-taker who can meet deadlines and targets and work under pressure. * Experience of planning training in line with defined outcomes and within an agreed budget. * Experience of successful business cultivation and income generation in a training context. * Sound experience of generating income. * Have an excellent understanding of current mental health training needs of organisations in Northern Ireland. * Strong organisational skills with good diligence. * Strong skills with the MS packages - Word, Outlook, Excel. * Ability to communicate effectively and sensitively with customers (both face to face and in writing). . * Ability to write clear and concise reports for internal and external stakeholders. * Excellent interpersonal skills, with significant experience of building, managing and sustaining relationships with a wide range of people from multi-disciplinary backgrounds. * Good organisational skills with an ability to prioritise work, meet deadlines and work effectively under pressure. * High personal integrity and professionalism. * Self-motivated with ability to be a flexible and cooperative member of the Senior Leadership Team (SLT). * Commitment to high standards of training delivery. * Commitment to continuous professional and personal development. * Ability and willingness to work evenings and weekends as required. * Respect for the values and ethos of Lighthouse. |
| **DESIRABLE:**   * Management qualification. * Sound knowledge of suicide prevention. * Evidence of ongoing continued professional development in the last 3 years. * Experience of Salesforce CRM. * Hold a recognised training qualification / degree and / or have experience in the delivery of training. * Experience in training needs analysis and designing and supporting innovative training solutions. * Experience of Quality Assurance. * Knowledge of project management processes and procedures. * The ability to critically analyse information and interpret research. * Ability to present at corporate level to promote the mental health products. |

**REFEREES**

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| --- | --- |
| Please provide the names two referees, who should have knowledge of you in a working or academic capacity.  These referees will be approached if you are short listed for interview, unless you specify otherwise. | |
| 1. Name:   Address    Telephone Number:    Position: | 2. Name  Address    Telephone Number:    Position: |

**DECLARATION**

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| I declare that the information I give in this application form is, to the best of my knowledge, true and complete.  Signature:  Date: |

**PLEASE RETURN TO:**

**Senior Finance and Admin Officer**

**Lighthouse**

**187 Duncairn Gardens**

**Belfast**

**BT15 2GF**

[**cecilia@lighthousecharity.com**](mailto:cecilia@lighthousecharity.com)