**IN CONFIDENCE**

|  |
| --- |
| **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**

|  |  |
| --- | --- |
| 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**

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

**PRESENT EMPLOYMENT (if any)**

|  |
| --- |
| 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**

|  |
| --- |
| 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**

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

**3. RELEVANT EXPERIENCE TO THIS POST**

|  |
| --- |
| 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**

|  |
| --- |
| 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**

|  |
| --- |
| 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**