



Workshop Leader



Job Title	Workshop Leader
Hours of work	2-3 hours per week
Contract	Voluntary (6 months fixed term)
Location	Work from home
Division	Up Skill
Accountable to	Senior Committee

About us

Up Skill is a nationwide programme providing career progression guidance for students and professionals across the U.K. Our aim is to be a motive power in reducing healthcare inequalities; whilst tackling social exclusion within the workplace. We will achieve this by educating, inspiring, and equipping a community of professionals with meaningful and practical leadership skills, to improve career prospects.

The Up Skill Mentoring Programme will run for a duration of one year and involve a series of workshops, events and peer mentoring sessions; led by the community but hosted by Black Leaders in Healthcare CIC. All workshops are free to access and targeted towards individuals who require additional skills to either gain or progress in employment.

Job Summary

Up Skill provides inspiring opportunities for individuals to engage with employment education. This programme is carefully designed to engage those from underrepresented groups who have gaps in their existing competencies.

We require skilled Workshop Leaders to deliver our varied programme on a voluntary basis and would like to extend our current pool of professionals to join our diverse team.

The role holder will lead the development of workshops alongside specialty experts and content creators, to establish a clear learning objective with measurable outcomes. This role offers a combination of project management and event facilitation, where training will be provided for both.

Additionally, the Workshop Leader will be responsible for projects and tasks, as well as overseeing the work of junior staff to support the delivery of events and workshops. Workshop Leaders will manage one or two projects with a specific theme with support from Content Creators, Project Support Officers and the wider delivery team. Projects have various timeframes but on average are completed within 6 months. Longer term projects of up to 1 year may be available within the central team.

Our Values:

Balance – between technical jargon and simple English!

Leadership – not workforce management but flattening hierarchies to improve communication.

Authenticity – being true to ourselves and unapologetically refusing to conform.

Commitment – to the needs of our community.

Knowledge – is power! No question is a stupid question.



Duties and tasks

- Initiate projects based on own skillset or with direction from a specialty expert.
 - Liaison with Health Professionals and senior leaders in various specialties.
 - Manage event schedules and resources.
 - Facilitate workshops
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- Take messages and telephone calls from partners, liaison with internal and external organisations dealing with their enquiries, referring on where required.
 - To work with Project Support Officer to set agendas and resources to support workshops.
 - Responsible for completing work in a timely manner consistent with company practice.
 - To work in a manner consistent with company and local policies and procedures, protocols etc.
 - To arrange meetings with key stakeholders, set up a project group
 - To agree and approve project milestones.
 - To update projects and report to senior committee members
 - To escalate risks to senior committee members.
 - To identify best practice and develop working practices in the team to deliver an efficient service.
 - Will have responsibility for supervision of staff.

Health and Safety

The Company has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. You equally have a responsibility to ensure that you do nothing to jeopardise the health and safety of either yourself or anybody else. The company's Health and Safety Policies outline your responsibilities regarding Health and Safety at work.

The post holder must not willingly endanger themselves or others whilst at work. Safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used where appropriate.

All accidents/incidents must be reported to your Line Manager and documented as per Company Policy, including the reporting of potential hazards. Volunteers are encouraged to consider home working ergonomics and safe home working environment.



Security



The post holder has a responsibility to ensure the preservation of company property and resources.

Confidentiality

The post holder is required to maintain confidentiality at all times in all aspects of their work.

Equality and Diversity

The company's ambition is to work together to promote an inclusive environment both in terms of promoting diversity and equality to all our employees and the work we do with professionals and students and our partner organisations. Reducing healthcare inequality is at the centre of our work and we are committed to ensuring equality irrespective of race, gender, disability, belief, sexual orientation, age, or socioeconomic background. We tackle discrimination through positive promotion of equality challenging stereotypes and creating an environment which champions respect for all.

Team Briefing

The Company operates a system of Team Briefing, which is based on the principles that people will be more committed to their work if they fully understand the reason behind what is happening in their organisation and how it is performing.

Benefits

All volunteers will have access to career development resources and professional 121 mentoring services from senior members of the team. Work undertaken may also contribute to continuous professional development (CPD) accreditations, professional profiles will also be published and promoted online. This role is suitable for those wishing to enhance existing skills in leadership.

SUMMARY

This job description is an outline of the key responsibilities of the Workshop Lead role and is not intended to be an exhaustive list. The job may change over time to reflect the changing needs of the company and its services, as well as the personal development needs of the post holder.

THE COMPANY IS AN EQUAL OPPORTUNITIES EMPLOYER



PERSON SPECIFICATION

Attributes	Essential	Desirable
Experience	<p>Substantial experience in Project Management or Event Management</p> <p>NHS/ Health and Social Care related professional experience</p> <p>Experience presenting complex information to a wide audience.</p>	<p>Experiences in a mentor role such as: life coach, career advisor or pastoral care.</p>
Education/Qualifications	<p>Bachelors Degree or <i>equivalent</i></p>	<p>Health and Social Care <i>or</i> Education related qualification</p> <p>Project management qualification</p>
Information Technology Skills	<p>Access to personal computer and internet, including webcam.</p> <p>Access to and experience using Microsoft packages, including sending and receiving emails.</p>	<p>Experience with mentoring CRM systems</p> <p>Able to interpret data dashboards</p>
Communication Skill	<p>Effective written and verbal communication skills.</p> <p>Ability to communicate efficiently with individuals and group of diverse communication needs.</p>	<p>Experience in copy writing and proofreading.</p>
Interpersonal Skills	<p>Ability to commit to work as part of a busy environment.</p> <p>Able to work autonomously and without daily direction</p>	



	<p>Able to lead a diverse team of volunteers.</p> <p>Critical thinking</p>	
Other	<p>Strong organisational skills.</p> <p>Able to work from home.</p> <p>Attend mandatory fortnightly meetings.</p> <p>Dates are flexible.</p>	