

# Role Profile: Groupwork & Training Lead



...Leading the delivery of a high quality groupwork programme and leading on internal colleague training

## WHAT I AM ACCOUNTABLE FOR:

### Groupwork Programme

- Ensuring that the service delivers a comprehensive groupwork timetable in line with Turning Point's evidence-based treatment pathways
- Ensuring clear referral processes and sufficient group capacity to meet need in all locations
- Delivering groups as required
- Delivering a schedule of groupwork supervision
- Delivering group observations and providing supportive and developmental feedback to colleagues
- Ensuring that all those who are delivering groups are appropriately trained
- Ensuring that feedback is provided by those accessing groups and groupwork programmes are evaluated

### Internal training

- The delivery of high quality, effective and responsive local training
- Leading on training needs analysis and scheduling of local training
- Ensuring adherence to mandatory training requirements for all colleagues within the service
- The delivery of high quality, effective and supportive mentoring and coaching activities for those within their probationary period and for Trainee's

## HOW I OPERATE:

- I work together with others to get the best possible outcomes;
- I put the people we support at the heart of everything I do;
- I treat others with respect, actively listen and embrace others points of view;
- I maintain a high level belief in the abilities of people we support and model a non judgemental approach;
- I maintain professional boundaries and present a professional image at all times;
- I actively seek opportunities to develop myself;
- I take ownership and accountability for my actions and decisions.

## WHAT I NEED:

### Essential

- Excellent understanding and skills in psychosocial groupwork delivery
- Understanding of substance use and experience working in substance use services
- Knowledge, skills and experience of design and delivery of effective learning opportunities
- Knowledge, skills and experience relating to coaching and mentoring
- Good written & verbal communication skills

### Desirable

- Training Qualification

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## Role expectations



### PEOPLE:

- Supporting with the identification and training of colleagues to ensure groupwork programme can be delivered
- Providing quality groupwork supervision and observations with feedback to improve quality of groupwork provision
- Work collaboratively with psychology team in relation to psychosocial interventions
- Support the local Management team in inducting new colleagues and act as a point of contact for groupwork, training and development
- Support the training and induction of new staff and provide coaching, support and monitoring throughout probation period including contributing to probation reviews
- Oversee the induction training plan and co-ordinate with the facilitators to ensure that this is in place rotationally to support new staff
- Work with managers to support competency sign off processes
- Support the application and embedding of learning into practice
- Provide coaching and feedback as required
- Develop and support activities and initiatives to support the wellbeing of the workforce
- Monitor, identify and address any training needs at a local level in conjunction with L&OD
- Liaising with Team Leader's to identify issues with practice
- Ensure all learning records are kept up to date on Explore within a timely manner

### PROCESS:

- Maintaining a groupwork timetable for all locations
- Oversee referral process for groups within the service
- Ensure appropriate recording of groupwork activities on the service case management system
- Ensuring feedback is received for groups within the service
- Scheduling groupwork supervision and ensure attendance
- Maintain effective links with Learning and Organisational Development Team (L&OD), National and local Psychology team and attend national forums
- Monitor mandatory training levels and highlighting any areas of concern to senior management
- Review external training opportunities and cascade/direct to staff appropriately, maintaining communication with central L&OD
- Respond appropriately to local training needs, liaising with Central colleagues and in conjunction with L&OD
- Contribute to service audit activity for continuous improvement
- Adhering to internal compliance, governance and relevant frameworks
- Adhering to organisational policies and procedures
- Recognising and responding to practise that puts individual's, staff and individuals at risk
- Supporting equality, diversity and inclusion and developing awareness across teams
- Maintaining a robust understanding and awareness of safeguarding children and adults