

Brain in Hand Specialists **Self-Employed, UK-Wide, Competitive Hourly Rate**

We are interested to hear from outstanding, motivated individuals with the skills to support a caseload of end-users to:

- identify barriers to achieving their goals
- build individual strategies to overcome them
- set-up their Brain in Hand accounts
- input their strategies so they are available when they need them the most
- use Brain in Hand collaboratively with their supporters.

Sessions may be delivered in users' own home, or at their place of work, education or support. On occasion you may also support Programme Managers in training small teams of supporters to use the system and appropriately integrate Brain in Hand into their working practices.

Skills and Experience

Potential Brain in Hand Specialist Trainers must have:

- professional or personal experience of supporting those with mental health difficulties, autism, SpLDs or brain injury
- an understanding of the impact hidden impairments may have on learning, confidence and independence
- an understanding of person-centred working and solution-focused techniques
- experience in coaching / training / mentoring individuals
- patience and the ability to communicate and quickly build rapport with people with anxiety or who might find communication difficult (both written and verbally)
- the ability to manage and prioritise your own time and caseload, and work to strict deadlines
- the ability to coordinate others
- attention to detail / accuracy
- flexibility to suit the needs of the business and be a team player.

You must also be confident working with technology – iOS and Android smartphones and tablet devices, downloading apps, internet and wifi connectivity on laptops / PCs / devices, cloud-based software, using Skype, etc.

We would welcome applications from those:

- who have experience within occupational therapy, speech and language therapy, IAPT services, SEN provision, social work, or vocational rehabilitation
- with experience working within HE or FE student support (disability or mental health) or DSA funded provision (Specialist Mentoring or Specialist Study Skills)

- with experience working within job coaching, supported internships or supporting the delivery of Access to Work funded provision.

A good working knowledge of support and funding available within health and social care, education or workplace would be an advantage, but not essential.

Becoming a Brain in Hand Specialist

Achieving an Approved Brain in Hand Specialist status will involve:

- The successful completion of the Specialist Trainer modules and achievement of the learning outcomes – these are delivered by 2-day residential courses, typically in Exeter, Manchester or Reading
- Providing confirmation of a current Enhanced DBS check specific to this role, (evidence to be produced prior to beginning the 2-day course)
- Demonstrating previous CPD accredited training in: professional boundaries, safeguarding, disability awareness, lone working, data protection and confidentiality (if there are gaps in training or evidence cannot be produced prior to beginning the 2-day course we will recommend suitable online options)
- Shadowing of an experienced Specialist Trainer for at least one session
- Observation by an experienced Specialist Trainer for at least two session(s) (and successful demonstration of the learning outcomes in practice).

After which we will refer Brain in Hand users to you to build your own caseload within your preferred geography and may also invite you to support project work within Brain in Hand implementations locally or Nationally.

Caseload size and frequency may vary seasonally and will also be dependent upon location and local client need.

How do I maintain my Approved Specialist Trainer status?

Brain in Hand will work collaboratively with all Approved Specialists in order to ensure a high quality of service provision to the Brain in Hand user. We will:

- Run free quarterly to bimonthly skills updates (in person and via webinars) to ensure continuing professional development
- Provide regular feedback on usage and user evaluation for each case to enable Specialist Trainer caseload prioritisation, user support and personal development
- Manage the process of user licence activation, Traffic Light Responder connection, and supporter engagement
- Manage the renewal process for users with subscription models (and support the renewal process with usage and user data for those renewing privately)
- Maintain and promote a list of 'Approved' Brain in Hand Specialist partners to encourage the recommendation by needs assessors / commissioners / funders of other support provision offered by the same partner organisations.

New Approved Specialists will be audited against Key Performance Indicators (KPIs) associated with the role monthly for the first 3-6 months, and then quarterly on an ongoing basis. KPIs for Specialists delivering sessions on behalf of Brain in Hand include:

- To accept or decline the job allocation within 24 hours
- To contact the user within 48 hours to schedule a session
- A first session will be booked within 14 days and Brain in Hand notified
- Each session will be confirmed between 7 days and 24h prior to the session
- The first session must have been delivered within 60 days of the job allocation (or the Specialist notifies us if they can't book in the session within 60 days)
- Booking and confirmation of sessions using specific templates
- Specialist Trainer evaluations completed by users at the end of every training session (min 80% return rate)
- Return timesheets within 7 days of session delivery
- Return risk assessments and Individual Learning Plans (ILPs) at job closure
- Attendance at a minimum of four Specialist Trainer skills updates per year
- The completion of conflict of interest and consent to share documentation (annually).

Failure to achieve KPIs will result in a supported improvement plan in the first instance, but the potential removal of the Approved Specialist status if continued.

Application Process

We are looking for Specialists Nationally but would particularly like to hear from individuals in Scotland, West of England, West Midlands, Birmingham, East of England and East Anglia, London, and the South and South East of England.

Applicants must have their own transport or good links to public transport.

Telephone interviews will be held at end of January and in early February. Successful candidates will then be invited to join a residential course.

We have a number of new intakes planned:

- w/c 25th February
- w/c 4th March
- w/c 18th March.

If you are looking for an exciting new project and to be part of a passionate, fast-growing team, please register your interest with us by submitting a CV and a short (one-side of A4 max) covering letter outlining your suitability for the role.

Please indicate within your application your availability to attend two consecutive days within these weeks.

Applications should be addressed to Sarah Todd, Service Delivery Director, on HR@braininhand.co.uk.