



The Forward Trust Job Description

Position Title	Trainee Day Programme Facilitator	Reports to	Senior Facilitator
Location: Dover, Kent			

Introducing Forward Trust

We are The Forward Trust (formerly RAPt and Blue Sky), the social enterprise with charitable status that empowers people to break the often interlinked cycles of crime and addiction to move forward with their lives. For more than 25 years we have been working with people to build positive and productive lives, whatever their past. We believe that anyone is capable of lasting change. Our services have supported thousands of people to make positive changes and build productive lives with a job, family, friends and a sense of community.

Introducing Forward Trust's Traineeship

As a Forward trust trainee you will be employed on a fixed 12 month contract. The aim of the traineeship is to provide training and development that facilitates onward employment. Forward Trust aims where possible to recruit and maximise those with lived experience into these roles. During the traineeship you will be supported and given the opportunity to develop the skills and experience to apply for and move in to permanent jobs at the end of the 12 month Traineeship. All Trainees will be enrolled on an accredited training programme funded by The Forward Trust, and will be invited to join the Forward Connect community.

Role/Team Overview

As part of the traineeship you will be shadowing a member of the team and will be given guidance and support working through the various aspects of the role in the business unit you have been assigned to. The team member you will be shadowing will help ensure you are receiving the training and development needed to become competent in the role. You will receive regular reviews to ensure that you stay on track to successfully complete the traineeship and undertake the compulsory therapy as part of the traineeship. Part of your time on the traineeship will be spent working, gaining the practical experience and part studying towards achieving the qualification that has been assigned (subject to criteria).

Accountabilities

Trainees will receive specific training, mentoring and supervision which will enable them to develop skills in:

- Planning and managing a caseload effectively
- Reviewing ongoing care and treatment, liaising closely with healthcare

- and other agencies
- Co-facilitating groups and programmes to the standard required
- Multi-disciplinary and integrated ways of working
- Develop skills in the collection and recording of data for audit, research and reporting Purposes
- Carrying out assessments risk/initial/comprehensive to inform treatment journeys and interventions relevant to individual client needs including 1:1 sessions and group work/programme facilitation
- Contribute to the through care needs of service users, supporting them in the development of recovery plans which are appropriate to their needs

Role Criteria

Below is a list of the criteria required to apply for this role; please address each of these points in your application.

Criteria Requirement	
E	Essential Criteria
D	Desirable Criteria
Criteria Measure	
A	Application
I	Interview
T	Test

Personal Attributes		
Proactivity – Quick thinking with a high level use of initiative	E	
Resilience – Solves problems, takes learning on board from mistakes to aid personal and professional growth	E	
Adaptability – Can work in fast-paced changing environments	E	
Confidence – Has confidence in own abilities, has good eye contact and able to communicate clearly and concisely	E	
Team Work – Works in harmony with colleagues to deliver results	E	
Open to Feedback - Open to constructive feedback in order to further develop	E	
Innovative – Continually searching for better ways of working	E	
Qualification		
Commitment to the completion of a nationally recognised qualification (subject to criteria)	E	