



Peter Christison & Associates Health Consultancy and Training

*Established since 1995
In Workplace Health & Mental Health*



Workplace health Freelance Trainer(s) - specification and terms

Background

Unfortunately due to illness, I am looking for free lance trainers to join us. This is likely to be a long term opportunity regardless of my recovery.

As a result of my health issues, I would be most grateful if you would read this brief, and if you have any questions please **do not phone me but e-mail me**. I will reply to you in due course.

About you

You are likely to be, or have been working predominantly as a trainer, but may well be working in other related health fields simultaneously in the current economic climate. You should have done some training in the last 12 months, appreciate the ups and downs of demand for your training services, and be able to meet our requirements as set out below.

Essential requirements

- ✚ Must be flexible, enthusiastic and professional
- ✚ Minimum of 3 years working in workplace health
- ✚ Minimum of 2 years training in our required workplace health topics, see below.
- ✚ Ability to write and design bespoke training
- ✚ Prepared to travel and stay overnight in Southern England or Northern England ; defined as south or north of Birmingham
- ✚ Work at client site training or open training assignments
- ✚ Provide training in the following required topics:

1. Mental health awareness for Line Managers and employees

and a minimum of one of the following:

2. Stress Management
3. Well being

Preferred requirements

- ✚ Two trainers who has the knowledge and experience to deliver all 3 topics
- ✚ Trainer(s) who can cover the whole UK

✚ Remuneration

You will receive 86% of the training fee negotiated with the client. Most of our invoices **are paid within 21 days** of invoice to the client under our early bird payment scheme. Where clients default on our agreed terms of 'early bird' scheme, you will receive 14% of the penalty fee retained by us from the client. Our fees are charged in line with the high standards of training we expect.

If we charge our client fees for any preparation or design fees for work you do, we will pay you 86% of this fee value.

Where we run open training your fees will be fixed at the outset.

All client paid expenses are paid to you on the same basis of fees. On occasions we may be able to arrange accommodation fees to be paid by the client at the time.

We will pay you introductory fees of £40.00 (Forty pounds) on payment from the client for one day's training in any of our topics that we provide; £25.00 (twenty five) for 0.5 day. We will also pay you introductory fees for any work you introduce on any our consultancy services.

- ✚ **Your status** is self-employed and therefore you are liable to declare and pay your own national insurance and taxation.
- ✚ **Indemnity and public liability insurance.** You are responsible for your own; copies of these will need to be lodged with us on signing this agreement.
- ✚ **Confidentiality.** All work for us is done on the basis that: our work and details of our organisation and your terms of working for us must not be disclosed to any organisation or person(s) without our consent. Breach of this will result in immediate termination of your freelance arrangements. Data protection Act prevails.
- ✚ **Termination terms.** If you wish to stop or we wish to terminate you working with us this must be done verbally and in writing.
- ✚ **After a successful probationary period** the trainer will be invited to join us an associate; *fee sharing reduces to 10% for the trainer.*

Application process:

Please provide all of the following information with your written application; **if you have any questions, or prior to applying, please make these by e-mail only.**

Your application will be treated in strict confidence, and no one will be approached without your prior consent.

- ✚ A comprehensive CV demonstrating your work experience in the last 10 years, including training.
- ✚ Describe in detail any training work you have done in the last 12 months; i.e. the topics, training you have designed, who you have delivered the training for.
- ✚ The geographical areas you are prepared to cover, **and all the days** of the week you could generally be available. Please include any that require special notice i.e. 4 weeks
- ✚ Details of two referees one of which must be a client or other employer you have provided training for within the last 12 months. (We will not contact them without prior consultation with you)

Successful applicants will attend an interview here in Storrington or by agreement by webcam. We will need to see your insurance certificates and have site of training you have developed and or carried out. This will be treated in strict confidence, and site of our training programmes can be shared in confidence.

Reply to: info@healthymindsinyourworkplace.com (Fao Peter Christison)

18 Browns Lane Storrington W. Sussex RH20 4LG.

www.healthymindsinyourworkplace.com

Tel: 01903 742434

Peter Christison Associates: Roger Butterworth Keith Allen CMIOSH, FRSPH,

Cathy Robinson Bsc, Dip Nut Med, Norma Christison Msc

Justine Vandeweg EFT and Art Therapy