



Head of Workplace Wellbeing

Newcastle

£30,000 to £32,000

Permanent

Fulltime

I am pleased to be working on an exclusive basis with a well-respected charity based in North Tyneside to recruit for a unique role within their organisation. My client is looking to recruit a Head of Workplace Wellbeing for the training arm of the charity and to lead the full function from business development to design and delivery of workplace wellbeing and mental health awareness courses. This really is a superb opportunity to make a huge impact on the success of the business and to utilise your own knowledge, skills and network to build the brand awareness as well as deliver first class training to a range of SME to blue chip organisations throughout the North East.

The duties will be varied but the main areas of responsibility will be to:

- Be first point of contact for all enquiries and requests relating to training
- Building relationships with key decision makers within local businesses to promote the services available as well as maintaining key existing strategic partnerships and existing business
- Undertake research, consult, formally and informally, with people with experience of mental health problems
- Design bespoke courses for each business as well as update existing training material in relation to changing legislation
- Give advice and guidance to external businesses on what courses, support, qualifications are available.
- Draft and produce written materials including blogs, website content and e-comms and update the intranet and website
- Organise events as directed. This will include pre-event and, on the day, activities such as booking venues, equipment, catering, speakers, delegates, accommodation
- Grow the organisation and meet/ exceed business plan targets
- Actively promote and market the organisation to increase brand awareness.

Experience required:

- Background in managing and growing a training consultancy
- Design and delivery of mental health awareness/mental health first aid
- Training qualification essential
- IT skills for designing e-learning programmes essential

- Financial planning, forecasting and reporting also required

This is a full-time, permanent position with the opportunity to grow your own team as the business grows. Travel across the region will be expected and some overnight stays maybe required.

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