



KINHARVIE
Facilitating Potential



Facilitator, Coach & Trainer

Recruitment
Information
Pack



INTRODUCTION

Thank you for expressing your interest in the position of Facilitator, Coach and Trainer at Kinharvie. This role is key in enabling us to co-create even more life-giving spaces where potential is realised.

The Facilitator, Coach and Trainer will play a key role in delivering our core services to clients across the public and voluntary sectors. By assisting individuals and teams in being their best and reaching their potential, the post-holder will promote and express Kinharvie's core mission.

The Facilitator, Coach and Trainer will work to ensure meetings, events, and training programs are genuinely meaningful and transformative engagements. The person in this role will actively strive to co-create spaces where clients are able to move beyond conventional transactions by enabling individuals, teams and organisations to achieve outstanding results.

As a member of Kinharvie in the capacity of Facilitator, Coach and Trainer, you will be more than a team member; you will be a key contributor to shaping our growth and development. Your contribution is crucial in the broader context, ensuring our strategic and operational development aligns with our mission of making a positive impact on people's lives.

The successful candidate will join Kinharvie at a pivotal moment in our development. In addition to sustaining our existing services, we are committed to creating new offerings to address the evolving needs of our clients.

We are seeking an exceptional individual – a dynamic person who relishes connecting with others. If you are a strategic thinker, an effective communicator, and adept at managing a variety of responsibilities, we want to hear from you. Bring your enthusiasm for personal and professional growth, digital proficiency, and commitment to ethical practices. If you envision yourself as a certified professional facilitator and coach, making a tangible impact while upholding our cherished values, then we eagerly anticipate welcoming you to the Kinharvie team. If this resonates with you, I encourage you to review the following pages and submit your application to join us.



Paul Cummings
Chief Executive



ABOUT KINHARVIE

OUR FOUNDATIONS

Kinharvie is a charity and was established in 1980 by a religious order – the Marist Brothers. Our early work centred on supporting young people from the ages of 16 upwards to make meaning of the world around them. This grew organically into a focus on adult education, training and development with an emphasis in counselling and psychotherapy. As well as providing a highly successful counselling service, we were the first institution to deliver university accredited counselling training in Scotland at post-graduate and MSc levels. About 15 years ago we moved our focus from counselling to facilitating the learning and development of individuals (including young people), organisations and communities through coaching, training and organisation development (OD).

Whilst the Marist Brothers founded Kinharvie, we are now non-religious in our ways of working. We remain faithful to the founding spirit of Kinharvie: to release the untapped potential of individuals, organisations, and communities.

OUR VISION

A world where all people realise their potential, inspired by life-giving relationships with self and others.

OUR MISSION

To co-create an abundance of life-giving spaces where potential is realised.

OUR VALUES

We have four essential values which guide and shape all aspects of our work:

Presence – We show up in ways that ensure we are fully present to you and your needs.

Optimism – We believe everyone is doing the best they can with what they have and know at this moment in time.

Imagination – We reach beyond the obvious to discover what is possible.

Simplicity – Less is more.

We are currently seeking a competent and enthusiastic Facilitator, Coach & Trainer who aligns with our vision, mission, and values, and is committed to actively contributing to Kinharvie's realisation of this vision.

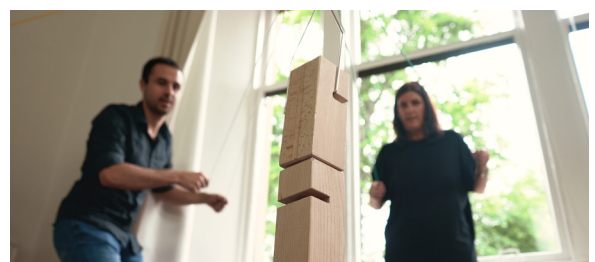


WORKING AT KINHARVIE

We are a compact team of five, with plans to expand by 1-2 members in the next six months. At Kinharvie, we foster a culture where individuals tend to remain committed; several of our staff members have dedicated many years to the charity. Following the COVID-19 pandemic, we have experienced heightened demand for our services to be delivered online, resulting in much of our work being conducted from home. However, we have more recently experienced increased requests for in-person engagements, leading us to spending more time in the office. The future balance between office-based and remote work will be largely determined by client requests.

We place significant emphasis on the quality of our working relationships. Commencing each week with a meeting to connect and review upcoming tasks, we also organise regular lunches and office days to foster team cohesion and stay informed about each other's projects.

Our work is diverse, contingent on the needs of clients who engage us. Collaborating with a wide range of organisations, spanning social care, local / national government, communities, health, culture, heritage, environment, education, and religious communities. This affords us a unique insight into various facets of the voluntary and statutory sectors. Successfully navigating this diverse landscape requires us all to be adept at managing competing priorities.






FACILITATOR, COACH & TRAINER

Job Description Overview

JOB SUMMARY

A key role in delivering Kinharvie's mission of co-creating an abundance of life-giving spaces where potential is realised. This is achieved through:

-  designing and facilitating meetings and events
-  delivering individual and team coaching
-  facilitation of public and tailored training programmes

all of which are engaging, creative and focused on the needs of our clients.

ACCOUNTABILITY

The Facilitator, Coach and Trainer will report directly to the Chief Executive.

KEY RELATIONSHIPS

The Facilitator, Coach and Trainer will work closely with the Lead Facilitator / Lead Coach who will provide mentoring support for this position. The post holder will also work closely with all Kinharvie team members.

SALARY

Ranging from £35,000 to £45,000 (pro rata and subject to experience).

BASIS






Permanent – 4 days per week, flexible working pattern (negotiable and must serve client needs {subject to 6-month probationary period}).

BASED

Kinharvie, 49 Dowanhill Street, Glasgow, G11 5HB but with the opportunity to work at home from time to time. Our work is led by client need which means we deliver services both face-to-face and online. This necessitates a mix of work in the office, at home and at client venues – national and international.

MAIN DUTIES

The role of Facilitator, Coach and Trainer will:

-  *plan and facilitate a variety of meetings and events as requested by clients*
-  *provide coaching to individuals and teams*
-  *design, develop and deliver training workshops – both our public programme and tailored training solutions*
-  *promote Kinharvie's services and create leads to further opportunities*
-  *contribute to projects which facilitate the day-to-day effective operations of Kinharvie*



ROLE RESPONSIBILITIES

As a Facilitator, Coach and Trainer, you will deliver services face-to-face and online. Your main duties will include:

1

COACHING

- a) Provision of individual and team coaching.
- b) Maintaining up to date coaching records/logs.

2

FACILITATING

- a) Consulting with clients to determine the most appropriate intervention given the needs and desired outcomes.
- b) Designing effective processes to meet the agreed outcomes.
- c) Instructing the Administrator on required materials and equipment.
- d) Facilitating teams, organisations and communities at Kinharvie or other venues specified by the client.

3

TRAINING

- a) Delivering existing public training programmes.
- b) Contributing to the development and delivery of new public training programmes.
- c) Designing in-house tailored training solutions.

4

MANAGING CLIENT CONTRACTS

- a) Liaising with the Administrator regarding the production of letters of engagement/ invoices and recording of travel expenses.
- b) Be the lead facilitator for a number of clients, progressing enquiries and updating colleagues/CRM.
- c) Manage your schedule and liaise with clients / relevant members of the Kinharvie team to ensure the necessary resources are in place to effectively fulfil Kinharvie's commitments and contracts.



5

DEVELOPMENT AND PROMOTION OF KINHARVIE

- a) Contribute to the strategic and operational development of Kinharvie.
- b) Engage in individual and collective actions to promote Kinharvie and our services.
- c) Create and follow-up leads to further opportunities with existing and new clients.

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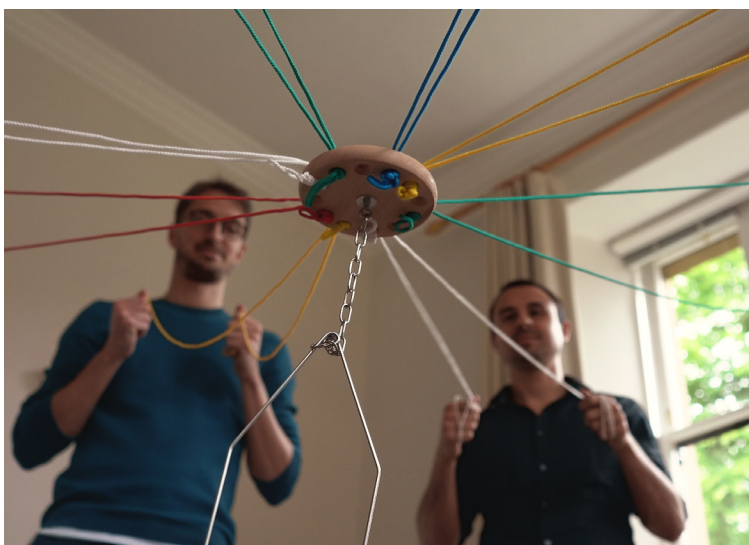
MAINTAINING PROFESSIONAL VALUES, ETHICS AND CERTIFICATIONS

- a) Attain and maintain your personal accreditation as a Certified Professional Facilitator (International Association of Facilitators) and Professional Certified Coach (International Coaching Federation).
- b) Conduct yourself in alignment with Kinharvie’s organisational values, policies and the ICF and IAF Codes of Ethics.
- c) Attain and maintain membership of the Protecting Vulnerable Groups (Scheme) to ensure you can conduct ‘regulated’ work on behalf of Kinharvie (e.g. as part of Kinharvie’s youth development work).

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OTHER GENERAL

- a) Contribute to projects which facilitate the day-to-day effective operations of Kinharvie.
- b) Undertake such other reasonable duties and tasks as requested from time to time by facilitators at Kinharvie.



PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Education and Professional Qualifications / Training	<ul style="list-style-type: none"> ➤ Qualified to degree level or equivalent experience. ➤ Successfully completed professional training in Group Facilitation ➤ Successful completed professional Coaching skills training ➤ Evidence of commitment to ongoing learning and professional development 	<ul style="list-style-type: none"> ➤ Certified Professional Facilitator with the International Association of Facilitators ➤ Associate Certified Coach leading to Professional Certified Coach with the International Coach Federation ➤ Successfully completed professional training in: <ul style="list-style-type: none"> - Training/Learning & Development - OD (organisation development) - Team Coaching
Experience	<ul style="list-style-type: none"> ➤ Minimum 3 years' experience in designing and delivering facilitated meetings and events ➤ Minimum 3 years' experience in providing individual and/or team coaching ➤ Experience of working with a wide range of client groups/various sectors ➤ Experience of leading online training and facilitated events 	<ul style="list-style-type: none"> ➤ Experience of successfully developing new leads ➤ Experience of designing and delivering training ➤ Experience of facilitating Organisational Development interventions ➤ Experience of applying Gestalt Theory in the workplace
Specialist Knowledge	<ul style="list-style-type: none"> ➤ A working understanding of the psychology of learning ➤ Extensive groupwork skills and knowledge to build psychological safety as well as proven capability in managing difference, conflict and challenging behaviours ➤ An understanding of how theory informs the formulation of effective group and one-to-one interventions 	<ul style="list-style-type: none"> ➤ Understanding of Gestalt Theory in Practice
Skills	<ul style="list-style-type: none"> ➤ Excellent interpersonal skills ➤ An ability to use personal presence to effectively lead groups ➤ Aptitude in designing and delivering bespoke training and facilitated meetings/events ➤ Fully computer literate ➤ Data analysis and report writing 	



	ESSENTIAL	DESIRABLE
Disposition / Attitude	<ul style="list-style-type: none"> ▶ Emotionally intelligent - able to skillfully recognise, understand and manage personal emotions and understand/influence the emotions of others ▶ An ability to work from an Optimistic Stance ▶ An aptitude to be resilient in the face of change and uncertainty/ambiguity ▶ Well-developed capacity to work successfully with individuals of diverse ages, backgrounds, abilities and sectors ▶ Self-motivated with a collaborative working style ▶ A passion for human development ▶ Ability to work under pressure and meet deadlines ▶ Able to work effectively on own and as part of team ▶ Good sense of humour 	
Other Requirements	<ul style="list-style-type: none"> ▶ Ability to work outside normal office hours (including weekends) ▶ Driving licence and own transport available for business use ▶ To be free to travel, as required, for in-person client work and activity associated with your role 	



TERMS & CONDITIONS OF THE ROLE

SALARY

Ranging from £35,000 to £45,000 per annum. (pro-rata and subject to experience)

CONTRACT

This is a permanent appointment (subject to the six months probationary period). The standard working pattern will be 30 hours worked over four days per week (negotiable and must serve client needs).

LOCATION

Kinharvie, 49 Dowanhill Street, Glasgow, G11 5HB (with weekly opportunities to work from home).

ANNUAL LEAVE

25 days plus 11 public/local holidays. (pro-rata)

PENSION

The employment is contracted into the State Pension Scheme.

HOW TO APPLY

To apply, email the following to **info@kinharvie.org.uk**:

- ✦ A full CV including details of two referees who can be contacted if you are selected by the interview panel for the post.
- ✦ A supporting statement of no more than two pages (A4, font size 12) which outlines:
 - why you are a suitable candidate for the post
 - your motivations for applying
 - the aspects of the job description and work of Kinharvie which particularly attract you to the role
 - confirmation you are free, if shortlisted, to attend the selection process dates:

Round One – 6th or 7th February 2024

Round Two – 20th February, 2024

The closing date for applications is **12:00pm on Friday 19th January, 2024.**

Please submit any questions you have about the post to **info@kinharvie.org.uk**

***Please note that the information you provide in your application will be used only for the purpose of recruitment and selection and will be held in accordance with the Data Protection Act 2018.*



RECRUITMENT TIMETABLE

Closing date	<i>12pm on 19th January, 2024</i>
Shortlisted candidates informed	<i>By 5pm on 23rd January, 2024</i>
Round 1 of Interviews	<i>6th February and 7th February, 2024 (candidates will be invited to interview on one of these dates)</i>
Shortlisted candidates informed	<i>By 5pm on 9th February, 2024</i>
Round 2 – Selection Process	<i>20th February, 2024</i>
Successful candidate informed	<i>21st February 2024</i>





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Registered Charity No. SC000565
www.kinharvie.org.uk