



MINT TNT Coordinator Service Specification

Introduction to MINT

The Motivational Interviewing Network of Trainers Incorporated (MINT) is a Virginia based non-profit corporation, classified as a tax-exempt public charity under section 501 (c) (3) of the IRS code, which is dedicated to supporting quality in the practice and training of motivational interviewing (MI). MI is a form of collaborative conversation for strengthening a person's own motivation and commitment to change—a person-centered counseling style for addressing the common problem of ambivalence about change by paying particular attention to the language of change, designed to strengthen an individual's motivation for and movement toward a specific goal by eliciting and exploring the person's own reasons for change within an atmosphere of acceptance and compassion. Originated by William R. Miller, PhD and Stephen Rollnick, PhD, MI has become an influential approach in substance abuse treatment, primary health care, and a wide array of related psychological, social, and criminal justice services around the world.

MINT traces its origins back to 1997: a group of fewer than twenty people who had previously trained with Professors Miller and Rollnick as MI trainers got together in an informal way to share experiences of training, practicing and researching MI. An annual gathering called the MINT Forum has continued every year since, alternating between venues in Europe and North America. To date, 17 MINT Forums have been held in 10 different countries.

Until September, 2008, MINT was an informal association whose operations were conducted by member volunteers with significant outside assistance by other non-profit organizations that had the financial and legal capacities that the informal association lacked. In September, 2008, in accordance with the expressed wishes of the majority of the members, MINT legally established itself in the US as a non-profit organization known thereafter as MINT Incorporated.

A primary activity of MINT is to offer directly (or to oversee) training for new trainers of MI (Training of New Trainers, TNT training), meeting high standards for qualification of participants (who must be able to demonstrate that they have already attained proficiency in the practice of MI) and for completion of the TNT training curriculum. Persons who complete a TNT training program become eligible for membership in MINT. More than 2000 persons have completed MINT TNT training, and membership has expanded exponentially, with currently more than 1100 active members from 35 countries around the world. The organization is strongly driven by values of inclusivity, informality, internationalism and volunteerism. In between Forums, the MINT community is maintained by a website where questions of practice, training and research are discussed on eForums.

Organizational Structure

Since incorporation in September, 2008, MINT has been overseen by a seven-member Board of Directors. Since September, 2009, Board members are elected by the membership of MINT. The Board meets frequently by conference call. A Director Emeritus Committee (comprised of former Board and Steering Committee members) and a Founders Committee (comprised of Professors Rollnick and Miller) offer guidance and task-oriented support as needed. In addition, committees comprised of MINT members provide membership input to the Board on matters of MINT development. The Board oversees the committees and takes on recommendations in developing organizational policy. Members of the Board, DEs, and Founders all serve on a voluntary basis and receive no remuneration.

The Board has traditionally both guided MINT's direction and provided much of the practical organizational support for the TNT trainings and trainer selection. Sustaining these multiple roles became increasingly untenable as the organization grew, and this led to our decision to seek a paid TNT Coordinator to provide an increased level of oversight and support.

The Position

Nature of Position

The role of the MINT TNT Coordinator encompasses a diverse set of skills/tasks, and requires timely and appropriate communication skills with various parties: the MINT Board, TNT Trainers (who serve pro bono), head of the MITI coding team (an independent contractor), Operations Managers Delilah Yao and Dee Ann Quintana (MINT employees), and prospective TNT applicants and participants. As the "face" of the organization to prospective TNT applicants and participants, the coordinator must effectively embody and communicate MINT values by offering to support, empower, and facilitate successful completion of the TNT application process. Furthermore, the coordinator must provide guidance and support to both accepted and declined participants. For accepted applicants, the coordinator must help relay any necessary information about registration and preparation for TNT attendance; for declined applicants, the coordinator may need to provide additional information, with further guidance and support, when such applicants challenge the outcome of their application.

Main Duties

Establish a Timeline for all TNT Activities

1. Map out the tasks and deadlines required for all TNT activities.
2. Monitor these activities to ensure they are completed according to schedule, modifying the schedule in concert with the Board, when required.

Chair the TNT Trainer and TNT Support Selection Committee

1. Review and update the current TNT Trainer and TNT Support Application, as per recommendations from the past year's TNT Trainer Application Review Committee.

2. Announce the calls for Returning TNT Trainers and for New TNT Trainers and TNT Supports and have applications for New TNT Trainers and TNT Supports posted on the MINT website.
3. Review with the Board letters of interest from experienced TNT trainers for entry into the pool of potential Returning Trainers, from which the Returning Trainers will be chosen by lottery. Contact any experienced TNT trainers who were not included in the lottery with an explanation, formulated collaboratively with the Board, for why they were not included.
4. Establish the TNT Trainer Application Review Committee for the upcoming TNT, which will include the newly selected Returning TNT Trainers.
5. Review applications for both New TNT Trainers and TNT Supports with the Application Review Committee.
6. Make recommendations to the Board for New TNT Trainers and TNT Supports.

Set Up and Monitor TNT Applications on RegOnline (online registration utility)

1. Review the current TNT application, making edits and updates based on recommendations from the past years' TNT Trainers/Reviewers.
2. Set up and test RegOnline to be ready to receive TNT applications (or oversee this process, if administrative support is available).
3. Set up notification messages and a plan for communicating to TNT applicants regarding the status of their application.
4. Establish communication plan with MITI coding team and operations managers to determine who will do which tasks, and how to communicate these with one another in a timely manner through shared spreadsheets and other record-keeping.
5. Assign TNT applications for review and monitor for a timely review.
6. Draft an acceptance message with instructions for next steps, including how to complete registration.
7. Draft a template for a decline message, and customize as necessary for each applicant who is not accepted.
8. Send appropriate notification message, along with the applicant's MITI coding feedback.
9. When Trainers' feedback and MITI coding scores seem inconsistent, the coordinator must communicate with the Trainer Reviewer and/or MITI coding chair to ensure that the feedback and notification message are accurate and appropriate.
10. For accepted TNT applicants, add their names to the RegOnline Forum contact list and adjust their RegOnline personal information to allow them to complete their TNT registration and register for the MINT Forum (or oversee this process, if administrative support is available).
11. Provide regular reports to the Board regarding application outcomes including number of applications (completed vs. partial), number of accepted participants, number of declined participants, and number of paid participants.

Monitor TNT Workshop Development

1. Create a "To-do" Tasks Checklist to help guide TNT Trainers and help Trainers divide up these tasks amongst themselves, having them select one "lead" Trainer who will be responsible for certain tasks.

2. Share template of a “Welcome Letter” with Trainers, and oversee its completion; send Welcome Letter to accepted TNT participants.
3. Monitor and ensure that the list of materials for handouts is sent to the Events Management Team in time for printing.
4. Attend meetings with MINT’s Event Management Team as required.
5. Serve as liaison between Events Management Team and Trainers to ensure that A/V-requests and other Trainer requirements are made in a timely manner.
6. Once TNT participant list is finalized, make TNT section group assignment, ensuring that there are no conflicts of interest with any of the Trainers. Make assignments that are balanced based on geographical location of residence/work, gender, and areas of specialty (where possible).

Onsite TNT Oversight

1. Assist with onsite TNT registration, as needed.
2. Assist Events Management Team in ensuring that TNT Trainers have what they need throughout the 3 days.
3. Debrief with TNT Trainers at the end of each training day, to ensure that all is going according to plan, and to troubleshoot challenges that have arisen.
4. Liaise with the MINT Board during the TNT workshop days, regarding any issues that require Board notification or decision-making.
5. Write a summary report after the TNT to the Board overviewing the process and any recommended changes for the next year.

MINT-Endorsed TNTs

1. Support the MINT Endorsed TNT Committee in developing a handbook for applying for and running a MINT Endorsed TNT.
2. Serve as liaison and support between the Endorsed TNT team and the Board.
3. Oversee endorsed TNTs to ensure that the admission and quality standards of MINT Sponsored TNTs are met.

Budget

Hours: Up to 20 hours per week

Location: The employee will be expected to work from his or her own premises, except during the TNT event, for which the employee must be onsite.

Accountable to: Chair of the Board of MINT Incorporated.

Pay: Range of \$30-\$35 per hour, based upon experience and credentials

References

Any offer of engagement will be subject to the receipt of satisfactory references.

Person specification

	Essential	Desirable
Qualifications	<p>MINT member in good standing</p> <p>Previously served on a MINT committee or held a position in the leadership</p>	<p>Experience in coordinating or assisting in coordinating MINT TNTs</p> <p>Experience with RegOnline</p> <p>Experience as TNT trainer</p>
Experience	<p>Experience of managing events</p> <p>Project management experience</p> <p>Experience coordinating trainer groups to deliver products on time</p> <p>Experience with MINT application processes and criteria</p> <p>Experience communicating with applicants in a manner that reflects MINT values</p>	<p>Experience coordinating TNT events</p> <p>Experience working with training budgets</p> <p>Experience working with MITI coders in relation to accepting applications</p>
Professional/specialist knowledge	<p>Knowledge of MINT application standards</p> <p>Expert knowledge of MI and MINT organization</p>	<p>Knowledge of utilization of MITI coding in selection process.</p> <p>Knowledge of US non-profit law.</p>
Personal skills and attributes	<p>Excellent organizational skills.</p> <p>Excellent communication and interpersonal skills.</p> <p>Ability to use initiative and work without supervision.</p> <p>Ability to prioritize work and manage time effectively.</p> <p>Ability to maintain confidentiality.</p>	

Other	Access to own computer and broadband internet access. Access to Microsoft office software. Access to own phone. Ability to travel to TNT locations in various countries.	
-------	--	--