

Wessex Counselling & Psychotherapy

Job Title: Deputy Head of Training

Number of Hours: 10

Rate of Pay: £20 per hour for 10 hours per week (circa FTE £39,000), with 6 weeks annual leave

Accountable to: Head of Training (HoT)

Accountable for: To support the HoT in overseeing the management, development, quality/accreditation and financial viability of all WCP's training programmes

Purpose of this post

- (i) To support and deputise for the HoT in all aspects of the role as required.
- (ii) As agreed with the HoT, to ensure that WCP training programmes run smoothly and efficiently, in accordance with the requirements of the BPC and the BACP.

There will be a review of this role after 3 months

Key Tasks

Management of WCP Courses:

Introduction to Counselling (ITC); Year-long and Intensive Foundation Certificates; Diploma in Psychodynamic Counselling; Postgraduate Diploma in Twice-weekly Psychodynamic Psychotherapy (PDP); Counselling Children and Young People (CCYP – in partnership with the Bridge in Bristol)

Work with the HoT to agree an appropriate division of responsibilities in overseeing delivery of WCP's training courses. Jointly, this will cover the following key tasks:

- Ensuring that all training is delivered to the standards set by the constitution and the trustees, and that it therefore meets all BACP and/or BPC criteria.
- Liaising with an external examiner so that this is independently verified.
- Ensuring that suitably qualified and experienced trainers, supervisors and group conductors are employed.
- Ensuring that appropriate procedures are in place for on-going assessment of trainees.
- Ensuring that management of procedures, performance issues and complaints procedures are handled efficiently and in a timely fashion.
- Ensuring that the curriculum delivers high-quality training programmes to trainees, meeting the standards set by BPC and BACP.

Finance

- Working with the HoT to ensure efficient preparation and monitoring of the annual training budget.

Responsibilities

Assist and deputise for the HoT in carrying out the following:

- Ensuring that WCP is represented at a national training level with the BACP, BPC and other professional networks.
- Ensuring that the WCP Complaints Procedure is followed.
- The review of all training course policies on an annual basis, or as required.
- The review and development of training curricula on an annual basis, or as required.
- Attending all Training Committee meetings, Wessex Management Committee meetings, and individual course meetings as required.
- Ensuring that all training staff receive annual appraisals.
- Working with the HoT and the Training Coordinator to ensure a smooth efficient relationship with the external examiner.
- Working with the HoT, as appropriate, to explore and operationalise the development of new courses.

Administrative

Work alongside the HoT to:

- Ensure that all aspects of training are compliant with GDPR.
- Alongside the Pastoral Lead, ensure that trainee safeguarding is in place
- Ensure that WCP's Equal Opportunities and Diversity policies are adhered to.
- Review and revise training policies on an annual basis, or as required.

PERSON SPECIFICATION

ESSENTIAL	
Skills and abilities	<ul style="list-style-type: none"> • A high level of written and verbal interpersonal and communication skills • Leadership, delegation and teambuilding • Management and administrative skills, combined with the ability to meet deadlines and to prioritise. • Able to relate sensitively to others; liaise with all members of the training committee. • Be able to work effectively within an organisational team's structure.
Relevant Knowledge	<ul style="list-style-type: none"> • Awareness of equal opportunities legislation and the needs of different groups in society. • Awareness of confidentiality and data protection issues, including the latest GDPR legislation. • Awareness of professional standards and developments within the counselling and psychotherapy sector. • Awareness of the local counselling and psychotherapy sector. • Good understanding of group work and teams. Ability to contain anxiety and maintain confidentiality
Qualifications/Experience	<ul style="list-style-type: none"> • Have relevant experience in psychodynamic/psychoanalytic training. • Be registered/accredited with BPC, UKCP and/or BACP. • Have experience managing budgets. • Be in a good standing with their professional body and respected as a professional by others working in the field.

	<ul style="list-style-type: none"> • Be able to work at all times within the BACP Ethical Framework for the Counselling Professions and the BPC Code of Ethics and ensure that all training staff and trainees work within these professional and ethical frameworks. • Experience of informal and formal complaints procedures.
Other	<ul style="list-style-type: none"> • Computer skills including use of Microsoft Word, Excel, database programmes and email system. • Have a willingness to contribute to the charitable aims of WCP and a commitment to developing a professional community of counsellors and psychotherapists.

JL /November 24