

Diploma Course and Associate Course Lead

Reporting to: Head of Training

Location: Stroud, Alma House. However, travel to different locations within the county or to attend meetings in London may occasionally be required.

Salary: £21,840 - £25,480 (pro-rata)

Hours: 10 hours per week to be worked across minimum 2 days. Some availability required on a Monday & Tuesday during term time.

Annual leave: days (pro rata) plus Public Holidays

Term: Permanent

Job Description

Role Overview

- A member of the Training Team, accountable to the Head of Training for the overall management, planning, development and financial viability of the Diploma in Psychodynamic Counselling and Associate Counsellor Programmes offered by GCS.
- Deliver the vision, mission and objectives of the organisation.
- Manage the training team of staff and therapists that facilitate the Diploma and Associate courses
- Ensure that the programmes are well administered and meet their responsibilities to stakeholders.
- Working collaboratively within the Training Team to ensure the quality of all GCS training offering and delivery.

Principal Tasks

- Lead the delivery of the Diploma and Associate programmes.
- Responsibility for the pastoral care of trainees and their academic and clinical progress whilst in training.
- Ensure that the trainings remain responsive to the needs of all our stakeholders, including accrediting bodies, public sector commissioners, other funders, as well as our own trainees, staff and volunteers.
- Have responsibility for monitoring and planning to ensure that income is maintained, and expenditure is controlled in line with budgets and that potential risks are identified and managed, in consultation with the Head of Training.
- Working to and achieving cohort targets in line with the business plan and budget.
- Define and secure the resources (human, material and financial) needed to operate the courses effectively.
- Work with the Head of Training to review regularly and mitigate any risks to the programmes.
- To work within the ethos and values set by GCS and promote the organisation's mission; recognising its charitable status.

- Seek opportunities to expand and promote the role of the organisation.

Staff Team

- Line manage and recruit for Diploma and Associate training staff. These roles include:
 - Seminar tutors
 - Group facilitators
 - Pastoral tutors
 - Training therapists
 - Training therapy advisor
 - Training supervisors (in consultation with the Heads of Counselling. Supervisors are line-managed by the Counselling Service for their clinical work and by the Diploma and Associate Course Lead for their training work.)
 - Intake interviewers
- To comply with all organisation policies and procedures and ensure these are embedded within the team.
- To support and liaise with training staff in all aspects of the curriculum to ensure that the delivery of high-quality training programmes to trainees meets the standards set by BPC and any other accrediting bodies.
- To lead the recruitment and selection of Diploma and Associate programme trainees, ensuring appropriate consultation and screening processes are in place.
- To lead and facilitate meetings including:
 - Diploma Training Committee meetings
 - Diploma and associate year group staff meetings (1 per half-term per year group)
 - Trainee group meetings (1 per term per year group)
 - End of year Assessment panel
 - Diploma and Associate intake panels
- To liaise with the Heads of Counselling on matters of common interest to both counselling and Diploma and Associate trainees.
- To liaise closely with the Diploma & Associate Coordinator & Training Coordinator to ensure effective administration, systems and procedures are in place.

National accreditation and standards

- To represent the organisation on a national training level with the BPC regarding BPC accreditation of the Diploma course and or any other accrediting bodies.
- To ensure that GCS has an appropriate External Examiner approved by BPC and that a productive relationship is maintained with this individual.
- To ensure that Diploma and Associate awards, and progress from year to year. is reviewed and authorised by an end of year assessment panel. The assessment panel is led by the External Examiner.

Quality

- To monitor assessment procedures and assess the standards of trainee's progress and manage any performance issues which arise.
- To plan, develop and organise changes to the programmes in line with the direction of the business plan and strategy.
- To conduct an annual review and update of syllabuses.
- Working to and achieving cohort targets in line with the business plan and budget.
- To ensure that the Equal Opportunities policy and complaints procedure are implemented regarding training.

Person Specification

Experience and Qualifications

- Appropriately trained with a recognised training organisation whose orientation is in psychodynamic psychotherapy and/or psychodynamic counselling
- Currently registered with BACP/BPC.
- Experience of teaching or training and in assessing outcomes of the courses.
- Experience of management and/or leadership of teams and project development/management.
- Familiar with the BPC Ethical Code and BACP Ethical Framework of Good Practice in Counselling and Psychotherapy and ensure that at all times they work within that framework and ensure that trainees/staff are also familiar with the framework.

Skills, Attitudes and Abilities

- Able to demonstrate the ability to lead and take responsibility for the Diploma and Associate Programmes within GCS
- Able to demonstrate effective management of the course teams including effective communication and development of team members.
- Able to demonstrate a high level of interpersonal and communication skills, both written and verbal.
- Able to demonstrate management and administrative skills and the ability to meet deadlines and prioritise.
- Able to relate sensitively to others and liaise with staff and managers and delegate appropriately.
- Able to share in and facilitate the working of groups, committees and teams and to contain anxiety and maintain confidentiality.
- Able to work effectively as part of a team whilst retaining the ability to work independently.
- Able to work effectively within an organisational structure
- Able to work within and support the GCS commitment to Equal Opportunities