

Diploma & Post Qualifying Year Course Lead

REPORTING TO: Head of Training and Development

PURPOSE: To support the delivery and development of The Diploma in Psychodynamic Counselling and Practice at Gloucestershire Counselling Service (GCS). This is a **three-year** BPC accredited course.

HOURS & LOCATION: 14 hours per week during term time (30 weeks per annum) with variable hours to cover project work outside of term time.

SALARY: £37, 851.42 (FTE – based on 35 hours per week).
Fixed term 12-month contract.

JOB DESCRIPTION & MAIN RESPONSIBILITIES

- To arrange and lead team meetings for the Diploma in Psychodynamic Counselling and Practice.
- Responsible for the recruitment induction and line management of training staff delivering the Diploma Course.
- To respond to enquiries in relation to the Diploma as requested by the Training Coordinators.
- Working together with the Training & Recruitment Coordinator in the recruitment and interviewing of trainees for Counselling skills courses including facilitating Open Days.
- To review training material content, format and layout in collaboration with the training team.
- Responsible for the monitoring of and evaluating the curriculum content and delivery of training standards via feedback, questionnaires and post course reviews when appropriate.
- Feeding back to the Training Team monitoring and evaluating and any proposed changes based on this.
- To work closely with the Training Coordinators in the production of course material (e.g. handbooks) and Marketing to support the external marketing and recruitment to GCS counselling training courses.
- To ensure the development of staff becoming involved in the delivery of counselling training courses.
- To undertake project work as and when required in relation to the diploma and post qualification year courses.
- Explore accreditation options for GCS counselling training courses.
- To follow policies and procedures of GCS including maintaining attendance records provided by the GCS Training Office.
- To understand and comply with all GCS digital policies.
- Attend training and development sessions when required, including compulsory training.

- Support the values and strategic aims of the GCS Training Department and wider Organisation.
- To undertake any other responsibilities or tasks as reasonably required by GCS.

PERSON SPECIFICATION

ASSESSMENT OF PERSON SPECIFICATION

A – Application
Ass – Assessment
Int – Interview

EXPERIENCE AND KNOWLEDGE

- A comprehensive understanding of Counselling Skills. (Int)
- Experience of project management and managing a team. (A & Int)
- Competent IT Skills. (A, Ass, Int)
- Experience of roles in relation to adult learning environments (e.g. teaching, assisting, course development) desirable but not essential.

SKILLS, ATTITUDES AND ABILITIES

- Commitment to the teaching approach at GCS (rooted in Psychodynamic principles). (A, Int)
- Able to clearly articulate the concepts relating to counselling in written and verbal form. (A, Int)
- Able to listen, learn and collaborate with all members of the Training Team. (Ass, Int)
- To have an interest in the development of trainees. (Int)
- Demonstrate a non-judgemental attitude whilst facilitating the development of students. (Int)
- Self-management skills including organisational skills and timekeeping. (A, Int)
- To liaise with other staff and managers appropriately and in compliance with GCS Code of Conduct. (Int)
- To engage with and support the wider GCS organisation in the achievement of its goals and mission. (Int)

QUALIFICATIONS

- Qualified counsellor or psychotherapist (BACP, UKCP / BPC registered or equivalent). (A)