

## Letter from Chief Executive

*Dear Candidate,*

Thank you for your interest in the position of Training Manager with Chichester Counselling Services (CCS).

We are looking to appoint an appropriately experienced and qualified counsellor with management experience to head up our training service. We offer a one year Certificate in Psychodynamic Counselling Theory and Skills and a three year, British Association for Counselling and Psychotherapy (BACP) Accredited, Diploma in Psychotherapeutic Counselling. The service consists of circa 15 part-time staff and 30 students who have their placements and supervision within our own clinical service, with opportunities for additional placements in several partner organisations. Students join the training either at the start of Year 1 or directly into Year 2 each September and are assessed annually for their suitability to continue in training.

This position is a key role within our organisation and requires someone who is willing to work the 15 hours flexibly with the training staff team to maintain high standards, shape and develop the service. The successful candidate will be responsible for line management of the training team including recruitment, monitoring standards and making course decisions. For this reason, the successful candidate will need a professional counselling or psychotherapy qualification in psychodynamic or psychoanalytic modality and be capable of understanding and working with psychodynamic concepts in a training and management context.

The post holder will report to the Chief Executive and work alongside an executive management team including our Counselling Manager/clinical lead, Finance Manager and two job-share Office Administrators who are users' first point of contact and support the Training Manager role. There is significant interaction between the counselling and training operations to ensure we continue to provide a safe and professional service for both our clients and counsellors whilst we develop both the services.

All of our team work part-time and this role is based upon 15 hours per week. If invited for interview we will be happy to discuss how the hours can be worked in a flexible manner to suit the needs of the organisation and successful applicant.

If you have the requisite qualifications, skills, knowledge and qualities as detailed in the Person Specification and would like to be considered for the post, we look forward to receiving your application. In your application please indicate your suitability for the post and how you meet the person specification.

Applications should be made using the Job Application form (MS Word version downloadable from our website) <http://www.ccs-counselling.org.uk/trainingopportun.html>

*Wendy Evans*  
Chief Executive  
January 2018

## JOB ADVERTISEMENT

### TRAINING MANAGER (PART-TIME) – required for April 2018

Chichester Counselling is a well-established service with 40 years' experience of providing high quality counselling and training.

We are seeking an appropriately qualified and experienced person to manage our training service which includes a one year Certificate, three year BACP Accredited Diploma and Continuous Professional Development (CPD) training.

As a key member of the executive management team you will have line management responsibility for the training team of circa 15 part-time staff and will have an important part in developing the future strategy of the service.

**Requirements:** the post holder will need a professional counselling or psychotherapy qualification in psychodynamic or psychoanalytic modality and be capable of understanding and working with psychodynamic concepts in a training and management context. Additionally, they will need prior experience of management, ideally within a training service, with strong people and line management skills.

**Hours/days:** 15 hours per week, with flexible working but some evenings and some Saturdays throughout the academic year are a requirement of the post.

**Salary:** £12,000 per year for 15 hours per week (full time equivalent £30,000 per year).

**Pension:** Auto-enrolment in NEST pension scheme may apply.

**Start date:** Before end of April 2018.

**Closing date & interview:** 12<sup>th</sup> February, interviews 21<sup>st</sup> February 2018.

**Access:** Interviews are planned to take place at our offices which are located on first floor premises where there is no disabled access. An alternative venue will be used for anyone requiring disabled access so please make that known to us at the appropriate time.

**To apply:** Download and complete a Job Application Form from our website:

<http://www.ccs-counselling.org.uk/trainingopportun.html>

Return to the Chief Executive, Chichester Counselling Services, 106-108 The Hornet, Chichester, West Sussex. PO19 7JR. Email [office@ccs-counselling.org.uk](mailto:office@ccs-counselling.org.uk) Telephone: 01243 789200. Registered charity number 1052264.

**JOB DESCRIPTION: Training Manager, reporting to Chief Executive**

**Purpose of role:**

- To manage a one year Certificate in Psychodynamic Counselling Theory and Skills course;
- To manage a three year, British Association for Counselling and Psychotherapy (BACP) Accredited, Diploma in Psychotherapeutic Counselling course;
- To help develop an annual programme of continuous professional development (CPD) for our volunteer counselling community;
- To be responsible for maintaining high standards of training and the safe, efficient and effective administration and management of the training service.

**Key Working Relationships**

The post holder will have responsibility for the management of the training team (circa 15 part-time). In addition, they will have contact with other staff in the executive management team, clinical team, qualified volunteer counsellors and trustees.

**Main Tasks and Responsibilities**

1. To manage, monitor and evaluate the day to day work in the training service and to take decisions thereon
2. To be involved in setting the annual budget and to ensure that the training service operates within it, recommending corrective action when necessary
3. To meet all BACP requirements to maintain the three year Diploma course and take responsibility for BACP 5 yearly re-accreditation application (next due 2019)
4. To provide leadership and give help to staff on training matters with responsibility for line management of the training team including recruitment, contracts, service agreements, appraisals, safety, training competence and the effectiveness of the service
5. To be responsible for student matters including communication with potential students, course promotion and course literature/Handbook, student recruitment and selection procedures, student training contracts, syllabus, end of year award presentation to students, induction, safety and other systems and procedures connected with the effectiveness of the training service
6. Facilitate termly Training Team meetings with staff and student representatives for planning and developing the service and the annual exam board meeting at which award decisions are made
7. Participation in complaints and disciplinary procedures relating to staff and students as necessary, according the organisation's policies and procedures
8. To work with the Counselling Manager to develop a programme of CPD and to provide appropriate oversight of the programme with administrative assistance for its delivery
9. Contribute to the overall management of the organisation and to take a proactive role in the development and future direction of the training service within the organisation's strategic plan and framework of objectives. Specifically, to represent the Training Service at executive management team meetings (usually monthly) and to ensure that decisions are implemented, to provide a written report on the training service to the Trust Board (usually six times per year) and for the Annual General Meeting, and to help implement trustees' decisions.

RECRUITMENT APPLICATION & INFORMATION PACK  
 TRAINING MANAGER (PART TIME, 15 hours/week)

**PERSON SPECIFICATION**

<b>Qualifications and memberships</b>	<b>Essential</b>	<b>Desirable</b>
Relevant professional counselling or psychotherapy qualification in psychodynamic or psychoanalytic modality	✓	
Membership of a recognised professional organisation (to satisfy BACP accreditation requirements)	✓	
<b>Experience in</b>		
Management	✓	
Training delivery and training others	✓	
Staff management, including performance appraisal and recruitment	✓	
Counselling/psychotherapy practice	✓	
Counselling/psychotherapy supervision		✓
<b>Demonstrable skills in</b>		
Strategic planning	✓	
Building, leading, motivating teams and fostering skills of others	✓	
Working on own initiative, identifying and prioritising tasks	✓	
Computer literacy	✓	
Administration and organisation	✓	
Communication	✓	
<b>Knowledge and understanding of</b>		
BACP course accreditation scheme		✓
Certificate and Diploma course content	✓	
Professional regulations/quality standards for providing counselling	✓	
Fluent in understanding and working with psychodynamic concepts and phenomena in a training and management context	✓	
<b>Able to</b>		
Prepare annual budget	✓	
Monitor in year income and expenditure	✓	
Maintain course requirements	✓	
Make decisions	✓	
Solve problems	✓	
Willingly work within the BACP ethical framework	✓	
<b>Personal qualities</b>		
A commitment to uphold the original mission ethics that underpin the charity aim - to provide a highly professional and affordable counselling service for the public	✓	
Self-awareness, emotional stability and robustness	✓	
Enthusiasm, proactive approach and open to change	✓	
Can do and will do attitude to work	✓	
Able and willing to work flexibly to meet the needs of the role	✓	
A commitment to on-going personal development and training	✓	