

Re-Vision Job Description Programme Manager

3 days a week £34-36,000 pa pro rata

We are looking for someone who is excited by the potential of this new managerial post to work closely with our Training and Business Directors. The programme manager will be part of the leadership team and will contribute to maintaining Re-Vision's high reputation and ensuring the successful delivery of its outstanding and unique counselling, psychotherapy, and other training programmes. They will be responsible for ensuring that all Re-Vision's training programmes are well managed and run smoothly.

It is anticipated that the Job Description will change over time and that the post holder will be an active participant in that process. We also envisage that the post holder will contribute to developing the future vision of the organisation.

Re-Vision is a charity with a commitment to change people's quality of life through our combination of clinical excellence and soulful care in our counselling and psychotherapy training, public courses and affordable counselling. It is a small to medium sized organisation with a turnover of approximately £400,000 pa with a strong ethos and values. It requires efficient but human-centred systems which are not over-bureaucratic. There are currently 22 freelance training staff and 5 salaried administrative and managerial staff. The successful applicant will be able to understand complex, fluid, and interconnected systems and structures, and to respond creatively and flexibly to the demands of working within them.

Training programmes management

The Programme Manager is responsible for the effective delivery of the training programmes, working in collaboration with the training teams, the coordinators for each stage/course and the administrative staff.

Specific responsibilities include:

- Facilitate collaboration and communication between all staff in relation to the training, ensuring that everyone is kept informed of operational needs and any changes affecting their roles and responsibilities.
- Research, suggest and play a role in implementing improvements to Re-Vision's policies and tools for training delivery, in collaboration with other staff as appropriate.
- Coordinate and contribute to the recruitment and induction of new Training staff in collaboration with the Training Director and Stage Coordinators, within the organisational guidelines.
- Collaborate with administrative and training staff in the development of the annual training calendar and take a lead role in identifying and resolving anomalies.
- Maintain an overview of the handbooks and support the training and admin staff in ensuring annual updating of student and staff handbooks as needed.
- Ensure that there are effective student and staff feedback systems, and draw on all available data sources, to analyse and contribute to continuously improving training and service delivery.
- Contribute to the smooth running of both the Winter Residential and the Summer School and attend events when relevant.
- Contribute to community events and attend Forum and other meetings as required.

- Be the nominated point of contact for Re-Vision's regulatory bodies and facilitate the smooth running of professional relationships with these organisations.
- Work with training staff, the training director and training committee to manage submissions to BACP and UKCP in order to maintain accreditation of the counselling and psychotherapy training courses.
- Coordinate communications with regulatory bodies relating to accreditation/registration and reaccreditation of graduates of the counselling and psychotherapy trainings.

Management, business development and budget

The post holder will contribute to Re-Vision's development, including management, budgeting and planning, achieved by:

- Attending meetings of the training committee as necessary and being an active member of the Re-Vision Management Team, which is responsible for the business aspects of the organisation and meet with the joint Business Directors and Training Director as required.
- Providing financial information to the Business Directors, particularly the annual training staff cost forecasts and other training related financial information, and contributing to improving efficiency.
- Liaising with the Business and Training Directors to establish administrative and managerial priorities in the distribution of work, which will vary throughout the academic year.
- Contributing to reports for trustees, business meetings, and external bodies as required.
- Liaising with the Business Directors on promotion and advertising of courses.
- Contributing to the review and development of IT and admin systems supporting training management.

Location and working hours

The post offers flexible working with the opportunity to work from home for part of the time, although attendance in person for business meetings, residential events, community forums etc. is required when public health circumstances permit.

Actual weekly working hours will be agreed with the Directors to ensure staff coverage and, by agreement, may vary.

It should be noted that although the responsibilities of the post are numerous, as an educational organisation there is an annual cycle of work to a number of the tasks, so that they are not all 'live' at the same time.

The post holder will report to the Training Director

Person Specification

The individual will:

1. Have experience in a managerial role, with a proven track record of managing processes and people.
2. Be an excellent communicator verbally and in writing, able to ensure clear and effective communication within the organisation and externally.
3. Be able to work effectively and sensitively with a wide range of individuals, sometimes under pressured circumstances including trainers; administrative staff; applicants; students and graduates.
4. Have a strong ability to think about the ethical dimensions of their work within an organisation such as Re-Vision and demonstrate these ethics and values in action.
5. Have a commitment to equality, diversity and inclusion in the provision of training and all other aspects of the organisations functioning.
6. Be competent in the use of standard IT software relevant to the work.
7. Have a strong organisational and flexible planning approach to their work, able to manage their own workload and the work of others.
8. Have an interest in, understanding and appreciation of counselling and psychotherapy as professional activities

In addition to the above criteria which are essential for the post, the following are desirable attributes and experiences and form part of the selection criteria:

1. Experience of the educational sector as it applies to adults.
2. Experience of working with charities.
3. Experience of working with a wide range of individuals and organisations
4. Have an interest in activities designed to promote their own psychological and emotional self development

To Apply: Send an email to recruitment@re-vision.org.uk with two attachments:

1) your CV and 2) a covering letter which clearly and explicitly shows how you meet the person specification attached to the job description. You should include the details of two references who we can contact including your current or most recent employer.

If you have not yet done so, please read the attachments recommended on our website at <http://www.re-vision.org.uk/re-vision/work-re-vision/>

Please put your name and the title of the job you are applying for in the subject line of your application email. Also please make sure that each of your attachments is titled both with your name and with the post you are applying for - and ensure that this information is also found in the body of the document. Please send attachments as word documents or PDFs.

Closing date: 21st November 2021. We hope to hold interviews on 29th November (by Zoom)