



## Re-Vision

Counselling &  
Psychotherapy  
with a Soulful  
Perspective

Re-Vision, 97 Brondesbury Road, London NW6 6RY Tel: 020 8357 8881  
Email: [info@re-vision.org.uk](mailto:info@re-vision.org.uk) Website: [www.re-vision.org.uk](http://www.re-vision.org.uk)

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### **Stage 1 Tuesday group Coordinator/Trainer Job Description 2021**

We wish to recruit someone to apprentice to the role of Stage 1 Tuesday group Coordinator and trainer. The post would start with the 21-22 academic year and involve working with the current Co ordinator and second trainer. It includes the opportunity to co-teach with these 2 trainers all the modules of the Tuesday Stage 1 training weekends as well as co teach with them on the Stage 1 summer school. The expectation is that the successful applicant will apprentice to those aspects of the training in the 21-22 year with the 2 current trainers, and then co-teach and co ordinate them thereafter, alongside 1 of the experienced trainers for at least one further year.

If you wish to apply, please send us your CV and a covering letter, which clearly lays out point by point the items listed in the person specification. Return this to [recruitment@re-vision.org.uk](mailto:recruitment@re-vision.org.uk).

The Tuesday Stage 1 coordinator is responsible for the day to day management of the Tuesday group training stage, liaising with the overall Stage 1 Co ordinator, the Training Managers (TM) and admin team, as well as other team members, to support the smooth running of the stage, and the effective delivery of the training year.

The training element will involve the Orientation Day at the start of the academic year, which in 2021 will take place 11 – 6 on 5<sup>th</sup> October.

The Stage 1 Tuesday group Co ordinator will also be expected to take part in the ReVision community winter event, which is provisionally scheduled for Jan 21- 23rd 2022

#### Training modules for 21/22 are:

Incarnation - 12 & 19 October

Birth & Mother - 9 & 16 November

Mother & Father – 30 Nov & 7 Dec

Gender, Siblings & Birth Order – 18 & 25 Jan

Adolescence & Authority – 15 & 22 February

Relationship, Sexuality & Identity – 15 & 22 March

Leaving Home - 26 April & 3 May

Fate & The Soul's Journey – 24 & 31 May

Summer School 18<sup>th</sup>-22<sup>nd</sup> July (tbc)

Fees payable are: Coordinator role £2575 (£1250 for apprentice year), a day of 2 training seminars £282 (£200 for apprentice year). Team meeting fee £134 pa. Report writing £10 per report. Marking £15 per essay.

The St 1 Tuesday group Co ordinator will be expected to provide written and verbal debriefs on how each module has gone, to inform the rest of the team.

The St 1 Tuesday group Co ordinator will also be expected to take part in at least some of the 2022 end of year interviews with the students. These will take place between 11 – 6 on Tuesday 14<sup>th</sup> and 21<sup>st</sup> June 2022.

The trainer role also requires the writing of mid year and end of year trainer reports that are an important part of: a) the discussion about each student in the Stage 1 team meetings; b) the students' awareness of the staff's assessment of how they are making use of the course; and c) the students' preparation of their mid year and end of year self assessments.

The trainer role also requires the marking of 2 essays, one at the end of the first term and one at the end of the second.

**Key tasks of the role are:**

1. Supporting the Training Manager and admin. staff in the scheduling of timetable and staffing, room bookings etc. ensuring staffing needs are met and new staff recruited as necessary, that relevant sections of handbook are updated and ensuring information and documents to students are updated and sent for the start of each year.
2. Working closely with the overall Stage 1 Co ordinator throughout the year, to facilitate clear communications about each Stage 1 student cohort and between both Stage 1 teams.
3. Liaison with the admin team to ensure that trainer feedback is collated and sent to students at the mid and end of year.
4. Liaison with stage staff over team meetings, minutes, agendas scheduling etc and chairing 3 team meetings per year.
5. Attending 1 joint Tuesday & weekend Stage 1 team at the end of the year, to help facilitate coherence over the Stage 1 cohort as a whole.
6. Ensuring any staff absences are covered, or seminars are rescheduled if need be.
7. Ad hoc liaison with students throughout the year, responding to queries over issues related to personal therapy, wellbeing, course requirements, assignments etc.
8. Holding meetings if needed with individual students especially where there are concerns, or some extraordinary circumstance that needs urgent attention.
9. Attending 3 coordinator meetings per year.
10. Attendance at general staff meetings, business meetings and the staff retreat is not a requirement of the post, but we hope the successful candidate will be an active participant in these events when possible, so as to help maintain the overall cohesion of the full staff team.
11. Ensuring the cohesion of the teaching materials over the course of the year and contributing to curriculum reviews to support the work of the Training Manager.
12. Providing information as necessary to support the Training Manager in producing the annual and 5 yearly accreditation reviews for UKCP/BACP.
13. To liaise with the other staff involved in student recruitment in the process of interviewing and accepting/rejecting the applications of potential Stage 1 students.
14. To contribute to the work of promoting awareness of issues of Equality, Diversity and Inclusion within the organisation and in the delivery of the Stage 1 training.

15. Liaise with Stage 2 Co-ordinator on the information meeting for Stage 1 students re further training, and on the outcome of end of year assessments and applications to Stage 2.
16. Support and assist students to find and engage with a suitable therapist, and monitor the situation re students who choose therapists that would not meet the ReVision training therapist requirements during Stages 2 and beyond.
17. Liaise with Administrative staff to ensure all student records are kept up to date with attendance, assignment feedback, records of feedback etc.
18. Coordinate the end of year Stage 1 interviews with students, which involves identifying which staff will interview, ensuring dates are circulated to students, reading all relevant reports ahead of the interview, making a record of key points of information unique to each interview, clarifying with the student whether or not they will be offered a place on Stage 2, and recording this decision and the outcome. Also ensuring that each student has submitted all relevant documentation needed before the interview.
19. Liaison with the Librarian and overseeing the regular review and, when agreed, the updating of the Stage 1 reading list.

**Person specification:** (E= essential, D= Desirable)

1. A UKCP registered or BACP accredited counsellor or psychotherapist (E)
2. A graduate of Re-Vision counselling, psychotherapy or supervision training (D)
3. Experience of delivering training compatible with the inside out learning style of Re-Vision (E)
4. An in-depth awareness of current research around: attachment and the neurobiology of infant development and infant-carer relationships. (D)
5. An ability to integrate a paradigm that embraces a) the psycho-social & neurobiological aspects of child development, with b) a transpersonal paradigm that looks at life as the 'vale of soul-making.' (D)
6. An understanding of how adults learn, and an ability to adapt teaching methods to support different learning styles. (E)
7. A commitment to anti-oppressive teaching and the ability to deliver training both in content and materials that is compatible with EDI and an anti-racist approach to practice, teaching and learning. (E)
8. An effective and competent administrator, able to work independently and to communicate effectively verbally and in writing. (E)
9. To be competent in the use of IT software and systems in use at Re-Vision. (E)
10. Able to work collaboratively with colleagues. (E)
11. To work within the ethos and values of the organisation in all facets of the role of co-ordinator and trainer. (E)