



## 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 2 Coordinator/Trainer Job Description 2021

We wish to recruit someone to apprentice to the role of stage 2 coordinator and trainer. The post would start with the 21-22 academic year and involve working with the current coordinator. It also includes the opportunity to teach three stage 2 training weekends, and the expectation is that the successful applicant will apprentice to those weekends in the 21-22 year, co-teach them in 22-23, and teach them thereafter.

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 stage coordinator is responsible for the day to day management of the training stage, liaising with the Training Managers (TM) and Admin team, as well as other trainers to support the smooth running of the stage, and the effective delivery of the training year.

Teaching weekends are: Roles and Rules of Counselling 24-26 September 2021, Internal Dynamics 8-10 April 2022 and Purpose, Needs and Will 17-19 June 2022.

The trainer role includes providing written debriefs on each training weekend, to inform the rest of the team.

The trainer role also requires the writing of end of year trainer reports that are an important part of a) the discussion about each student in the Stage 2 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 for their end of year self assessments.

The Winter Residential dates are 21-23<sup>rd</sup> January 2022 although the coordinator role doesn't carry a teaching responsibility at that event.

There is also the potential, for a suitably qualified and experienced candidate to facilitate a small supervision group for 11 3 hour sessions over the year, which will also involve writing feedback reports to students in time for the mid and end of year self and peer assessments

Fees payable are: Coordinator role £2575 (£1250 for apprentice year), training weekends £705 (£450 for apprentice year). Team meeting fee £134 pa. Report writing £10 per report. Supervision groups £141 per 3 hour group.

## Key tasks of the role are:

1. Supporting the TM 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. Organising student groups for tutorials, video sessions and supervision groups.
3. Liaison with the admin team to ensure that 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. Ensuring any staff absences are covered, or seminars are rescheduled if need be.
6. Ad hoc liaison with students throughout the year, responding to queries over issues related to placements, wellbeing, course requirements assignments etc.
7. Holding meetings if needed with individual students especially where there are concerns.
8. Responding to students' queries about placements, and ensuring that students' placements are suitable and appropriate in terms of Re-Vision's requirements.
9. Liaising with office staff over notification of suitable placement opportunities.
10. Ensuring students' placement contracts are processed and completed prior to students commencing clinical work.
11. Responding to requests from agencies for references for students applying for placements.
12. Sending requests for placement supervisor feedback at end of year and when a student discontinues in a placement.
13. Liaising with students over the completion of course requirements.
14. Liaising with the office to ensure student records are kept up to date with essay feedback etc.
15. Coordinating the end of year assessment interviews with students, which involves interviewing with one other member of the Stage 2 team, ensuring dates are circulated to students, reading all relevant reports ahead of each interview, making a written record of key points during each interview, ensuring all requirements are met for students' continuation to Stage 3.
16. Liaising with Stage 1 co-ordinator about likely numbers of incoming students and anticipating staff requirements for forthcoming year.
17. Arranging information meeting during Stage 1 for students considering applying to train, and sending relevant documentation prior to this.
18. Processing applications from returning students ie students who have taken time out after completing stage 1, including arranging interviews where necessary.
19. Liaising with Stage 3 Co-ordinator on the outcome of students' end of year assessments and continuation to Stage 3, and likely numbers for Stage 3 the following year.
20. Monitoring suitability of students' training therapists according to Re-Vision requirements.
21. Attending 3 coordinator meetings per year.
22. Ensuring relevant sections of student handbook are updated in preparation for next academic year.
23. Ensuring the cohesion of the teaching materials over the course of the year and contributing to curriculum reviews to support the work of the TM.
24. Liaison with the Librarian and overseeing the regular review and, when agreed, the updating of the Stage 2 reading list.

25. Contributing to the work of promoting awareness of EDI within the organisation and the teaching of stage 3 specifically.
26. 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.
27. Providing information as necessary to support the TM in producing the annual and 5 yearly accreditation reviews for UKCP/BACP.

**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 understanding of how adults learn, and an ability to adapt teaching methods to support different learning styles. (E)
5. 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)
6. An effective and competent administrator, able to work independently and to communicate effectively verbally and in writing. (E)
7. To be competent in the use of IT software and systems in use at Re-Vision.
8. Able to work collaboratively with colleagues. (E)
9. To work within the ethos and values of the organisation in all facets of the role of coordinator and trainer. (E)