



Re-Vision

Counselling &
Psychotherapy
with a Soulful
Perspective

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Stage 3 Coordinator/Trainer Job Description 2021

We wish to recruit someone to apprentice to the role of stage 3 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 3 training weekends and the stage 3 summer school, and the expectation is that the successful applicant will apprentice to those weekends in the 21-22 year and then co-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.

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.

The training element will involve the orientation evening at the start of the academic year, which in 2021 will take place on-line at 6pm on 24th September.

Teaching weekends are: Hypothesising and Meaning Making on 2nd and 3rd October 2021, Mythic Triangles 19th and 20th March 2022 and Facing into the World 25th and 26th June 2022. Summer School 18th-22nd July (tbc). The Winter Residential dates are 21-23rd January 2022 although the coordinator role doesn't carry a teaching responsibility at that event.

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.

There is also the potential, for a suitably qualified and experienced candidate to facilitate a small supervision group for 12 3 hour sessions over the year, and to provide 1:1 supervision for a small number of individual students, 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 £564 (£400 for apprentice year). Team meeting fee £134 pa. Report writing £10 per report. Marking £15 per essay, £25 for ITC essay. Supervision groups £141 per 3 hour group. 1:1 supervision £52 per session.

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, and allocation of individual supervisors.
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. Liaison with external examiner and others as needed, regarding case study submissions, discussion groups and final viva meetings.
9. Liaising with students over the completion of course requirements and readiness for final vivas
10. Organising, scheduling and running final viva meetings, including ensuring the circulation of a full set of documents for each student to the viva panel in advance of the meetings.
11. Holding those students extending completion beyond the taught course, into the following year and organising a second round of vivas.
12. Writing final viva recommendations to TC and then letters of confirmation to students
13. Liaising with the office to ensure student records are kept up to date with essay feedback etc, and that diplomas are printed
14. Coordinating the graduation ceremony, including building arrangements etc.
15. Attending 3 coordinator meetings per year.
16. 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.
17. Contributing to the work of promoting awareness of EDI within the organisation and the teaching of stage 3 specifically.
18. 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.
19. 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)