

## **Re-Vision Job Description Counselling Training Manager**

This is one of two new posts which are being created in response to a recent expansion in the student numbers and other activities of the organisation. The post is for 2 days per week, although there is some flexibility in when the hours will be worked. The post holder will be based at home but expected to also work from the Re-Vision premises to attend meetings and when other demands of the role require it.

**The salary is £32,500 pro rata and the post holder will be responsible to the Training Director. Annual leave is 25 days plus bank holidays pro rata.**

### **Purpose of the Post**

The post holder will have responsibility for ensuring the smooth running of the three year Diploma in Integrative Transpersonal Counselling. This will include organisation, development, coordination, budget planning and enrolment development. This post has a central role in supporting organisational cohesion, and in ensuring that the ethos and values of Re-Vision are integral to all aspects of the training.

The post holder will be expected to carry out their work in a way that is congruent with the ethos and values of the training and of Re-Vision, and with a clear objective to ensure an anti-racist, anti-oppressive service delivery in all aspects of the training.

NB This is a newly structured post and it is anticipated that the Job Description will change over time and that the post holder will be an active participant in that process.

### **The Organisation**

Re-Vision is an Educational Charity which trains counsellors and psychotherapists and offers a counselling service to the local community. We have been operating in this field for over 30 years and have a current annual turnover in the region of £400,000. There is a training staff of 22 all of whom are part time and freelance. There is an organisational 'map' that shows the structure of the organisation in the documentation on the web site <http://www.re-vision.org.uk/re-vision/work-re-vision/>

The organisation has expanded significantly over the past 3-5 years and has gone through a significant transition with the retirement of the founders 3 years ago. The current management and administrative structures are no longer sufficient to cope with the increased demands of the training and other services, and the creation of this post is part of the redesign of the governance structure to meet these demands and increase organisational capacity and resilience in the face of a rapidly changing professional world in the Covid and post-Covid era. The document outlining the history of Re-Vision on the website gives more details of the background to the current initiative.

It must be stressed that the operational model within Re-Vision is a collaborative one, emphasising consultation and cooperation, rather than a hierarchical one. This is highly congruent with the training methodologies employed, is a key principle of the organisation, and the successful candidate will need to be able to operate effectively within this model of practice. Please see the Ethos and Values statement that is in the recommended documents on the web site. It is vital that the post holder works closely and collaboratively with the rest of the management, administration and training teams so that the high quality of the training is maintained and the values of Re-Vision are fully embedded and enacted throughout all elements of the organisation's functioning. The post holder will play an active part in the developing the future vision of the organisation

### **Key Responsibilities:**

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. There is also excellent administrative support. The areas of responsibility have been divided under a number of headings for clarity.

### **Training Coordination Responsibilities:**

1. Ensuring the smooth running of recruitment of students into the counselling training, including overseeing the interviewing and selection process.
2. To ensure the effective day to day management of the counselling training in collaboration with the training teams, the identified coordinator for each stage/course and the administrative staff.
3. To work with administrative staff to ensure that the training calendar and schedules for each stage of the counselling training for each academic year is produced in good time and that all aspects of scheduling run smoothly.
4. Provide information, support and collaboration for stage coordinators
5. To ensure that course Handbooks are updated and congruent.
6. To collate annual feedback from students, identifying key themes and ensuring that relevant changes are made, and ensuring that students are aware of changes that are made in response to feedback
7. To liaise with other staff on the introductory events which lead to application to the training
8. Ensuring that the Counselling training is congruent with the professional ethical codes to which RV subscribes. This means ensuring that all of our policies and practices are updated as UKCP/BACP update their requirements for instance in respect of CPD, SETs, EDI.
9. To ensure that all student and other office records pertaining to the counselling training are kept in accordance with relevant legislation and Re-Vision policies.
10. To contribute to the smooth running of both the Winter Residential and the Summer School.

### **Staffing Responsibilities:**

1. To ensure that new training staff contracts are issued, and all training staff kept apprised of any changes to their anticipated work when student numbers and other factors make this necessary in relation to the counselling training
2. To keep all training staff informed of organisational developments/changes that impact their work, and that communication with all staff with respect to the counselling training is clear, timely and effective
3. To manage the recruitment and induction of new Training staff in collaboration with the Training Director and stage coordinators

#### **Externally Facing responsibilities:**

1. Responding to requests for information, confirmation of graduate and trainee status in respect of UKCP registration for Psychotherapeutic counsellors, and BACP membership, from students, counselling graduates and professional bodies.
2. Managing the Psychotherapeutic Counsellor registration applications from graduates.
3. Ensuring that counselling graduate 5 yearly re-accreditation procedures run smoothly for those registered with UKCP.
4. To ensure that links with BACP and UKCP are maintained for Accreditation purposes, collating and submitting documents in support of re-accreditation.
5. Attendance at UKCP and BACP meetings as Re-Vision's delegate

#### **Organisational and Community Responsibilities:**

1. To attend and contribute to Forum and other community meetings as required
2. To attend Training Committee and Re-Vision Management Team meetings as required
3. To attend regular meetings with the Training Director and Business Directors as required
4. To work cooperatively with the Psychotherapy Training Manager to ensure communication and cohesion between the different courses on offer.
5. To work with the Business Directors on promotion and advertising of courses.
6. To work with Business Directors and the Training Director on the drawing up of the annual budget
7. To contribute to the content of Acorn, the Re-Vision newsletter, to ensure that the community are aware of developments in relation to training, staffing etc.
8. To contribute to the development of office and IT systems to enhance to operational efficiency of Re-Vision

#### **Person Specification**

The individual will:

1. Be a qualified counsellor ideally holding BACP accreditation or UKCP registration.
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. Have experience in a managerial role, with a proven track record of managing people and processes
7. Be competent in the use of standard IT software relevant to the work.
8. Have a strong organisational and planning approach to their work, able to manage their own workload and the work of others.
9. Have an understanding of the work of counsellors and psychotherapists
10. Be flexible in their approach to their work, and in their time management.

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

**To Apply: Send an email to [recruitment@re-vision.org.uk](mailto: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 are 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: 9<sup>th</sup> July 2021**

June 2021