



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 Website: www.re-vision.org.uk

Stage 3 Coordinator/Trainer Role Description 2022

We wish to recruit someone to apprentice to the role of stage 3 coordinator and trainer. This freelance post would start with the 22-23 academic year and involve working with the current coordinator and principle trainer. It 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 22-23 year and then co-teach them thereafter.

If you wish to apply, please send us your CV and a covering letter referring to each item listed in the person specification below to demonstrate how your qualifications and experience qualify you for the role. Return this to recruitment@re-vision.org.uk by 13 June.

Role Description

The stage coordinator is responsible for the day to day management of the training stage, in conjunction with Programme Manager (PM) and Administrative 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 2022 will take place on-line at 6pm on 23rd September.

Teaching weekends are:

Hypothesising and Meaning Making on 15th and 16th October 2022

Mythic Triangles 25th and 26th February 2023

Facing into the World 24th and 25th June 2022.

Summer School 17th-21st July.

The Winter Residential dates are 27th-29th January 2023 although the coordinator role doesn't carry a teaching responsibility at that event.

The trainer role requires marking two essays, one at the end of the first term and one at the end of the second. There is also a requirement to write short reports to all students at the mid and end of year stages, contributing the feedback to students from the training team.

Fees payable are:

Coordinator role £2,575 (£1,250 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.

Key tasks of the role are:

Stage 3 Coordinator Lead Responsibility

Students

1. Organising student groups for tutorials, video sessions and supervision groups, and allocation of individual supervisors before the start of the academic year.
2. Ad hoc liaison with students throughout the year, responding to queries over issues related to placements, wellbeing, course requirements assignments etc.
3. Holding meetings if needed with individual students especially where there are concerns.
4. Liaising with students over the completion of course requirements and readiness for final vivas
5. Holding those students extending completion beyond the taught course, into the following year.

Training Team

6. Chairing three team meetings per year.
7. Ensuring any staff absences are covered, or seminars are rescheduled if need be.
8. Attending three coordinator meetings per year.
9. Contributing to the work of promoting awareness of EDI within the organisation and the teaching of stage 3 specifically.
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.

Curriculum/ Reporting

11. Marking the two essays, one at the end of the first term and one at the end of the second, and writing feedback reports to students.
12. Being one of the final viva panel
13. Writing final viva recommendations to TC and then letters of confirmation to students
14. Ensuring the cohesion of the teaching materials over the course of the year and contributing to curriculum reviews to support the work of the PM.
15. Providing information as necessary to support the PM in producing the annual and 5 yearly accreditation reviews for UKCP/BACP.

Jointly with the Programme Manager

16. Sharing the responsibility for liaising with the stage staff over team meetings, minutes, agendas scheduling etc.
17. Support the office team to ensure student records are kept up to date with essay feedback etc, and that diplomas are printed
18. Job-sharing with the PM the graduation ceremony, including building arrangements etc.

Supporting the Programme Manager who will lead in these areas

19. Liaising with external examiner and others as needed, regarding case study submissions, discussion groups and final viva meetings.
20. Working the PM 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.

21. Ensure that feedback is collated and sent to students at the mid and end of year.
22. Organising and scheduling 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.

Person Specification/Prior Experience:

The successful applicant will be enthusiastic about the training, and about facilitating the learning of others. They will need to demonstrate that they meet all of the essential criteria, and ideally most, if not all of the desirable ones.

Essential:

1. A UKCP registered or BACP accredited counsellor or psychotherapist
2. Experience of delivering training compatible with the inside out learning style of Re-Vision.
3. An understanding of how adults learn, and an ability to adapt teaching methods to support different learning styles.
4. 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.
5. An effective and competent administrator, able to work independently and to communicate effectively verbally and in writing.
6. To be competent in the use of IT software and systems in use at Re-Vision.
7. Able to work collaboratively with colleagues.
8. To work within the ethos and values of the organisation in all facets of the role of coordinator and trainer.

Desirable:

9. A graduate of Re-Vision counselling, psychotherapy or supervision training.