



Basingstoke Counselling Service, a registered charity, was founded in 1985 by a small group of local therapists wanting to provide mental health support to the local community. Since then, the Service has flourished to become a busy, vibrant counselling and training centre, managed by a talented team of clinical and non-clinical staff, dedicated to improving the emotional wellbeing of our community.

We achieve this in two ways. Firstly, we offer one-to-one and couples counselling for adults, via a team of counsellors who provide a professional and affordable service. Our counsellors are supervised and practise within the BACP Ethical Framework for the Counselling Professions.

Secondly, we provide a range of training courses for those interested in supporting others with mental health difficulties. We have a long heritage of running highly regarded courses from one-day CPD workshops through to a three-year BACP Accredited Diploma in Psychodynamic Counselling.

Based in central Basingstoke (a stone's throw from War Memorial Park and the town centre shops and transport links), we have a suite of eight rooms used for counselling, training and administration. All of these rooms have recently been refurbished to a high standard, making BCS a very pleasant and welcoming work environment!

This is an exciting time for the Service as we are experiencing a sustained period of growth. To ensure that we continue to deliver high quality services to all our users it is imperative that we recruit talented and committed individuals to complement the current team and help and us continue to develop and grow the Service.

To minimise our impact on the environment and ensure efficient work practises, all of our systems are now digital.

We understand that discrimination and inequality exist in our society. As an organisation, we aim to treat everyone with dignity and respect, and therefore challenge ourselves regularly to ensure we achieve this. We do this by listening and responding to feedback and regularly reviewing our approach to equality, diversity and inclusion.



Job Description

Role title	Diploma Course Manager
Reporting to	Co-Directors
Employer	Basingstoke Counselling Service
Location	Goldings, London Road, Basingstoke, RG21 4AN. Alternatively, this can be a hybrid role, with some hours worked remotely.
Working hours	22.5 hours per week (including teaching)
Salary	£40,000 to £45,000 FTE per annum (dependent on experience), plus contributory pension scheme. BCS works to a 37.5 hour week.
Term of contract	Permanent
Holidays	25 working days pro rata per annum plus public holiday entitlement (also on a pro rata basis). In addition, Christmas closure entitlement will be applied after one full year's service.
Start date	July to September (depending on availability over the summer)
Closing date	9am on Monday 4 th July 2022
Interviews	Week commencing 11 th July 2022
To apply	Send a CV and covering letter to julia.charlesworth@basingstokecounselling.org.uk
For an informal chat about the role	Please contact Julia Charlesworth on 01256 843125 or julia.charlesworth@basingstokecounselling.org.uk

Overview of the post

We are looking for a talented, enthusiastic counselling professional who has the skills and experience to manage the efficient and effective delivery of BCS's three-year BACP Accredited Diploma in Psychodynamic Counselling. We pride ourselves on the high quality and robust nature of our training and hope to recruit an individual with the drive to further develop BCS as a training centre of excellence.

This is an exciting time to take on this role, at a time of expansion. Our Diploma is in the process of moving from a tri-annual cycle to an annual one, leading to a significant increase within the training team and trainee community at BCS. With a maximum of 16 students per year, it is projected that there will be 48 trainees at any one time by September 2024.

Part of this role is to be an active member of the training team, which encompasses teaching academic seminars and counselling skills. A supervision qualification and thus the ability to supervise the trainees would be an asset.

The Diploma takes place during the day on a Friday and therefore applicants must be available at this time.

The postholder will work closely with, and be supported by, members of the training team. There is also a committed administrative team, comprising one full-time and two part-time administrators and an Office Manager, who provide support for all aspects of the training function.

There are two Co-Directors who work collaboratively to manage the Service, with each taking a lead on a key Service function. This role would primarily report into the Co-Director overseeing the Training function.

Duties and responsibilities

- Be responsible for the efficient, effective and ethical delivery of the BACP Accredited Diploma in Psychodynamic Counselling
- Recruit and retain suitably experienced and qualified training staff when required
- Line management of part-time Training Team
- Arrange and chair termly Training Team meetings
- Oversee the promotion and marketing of the Diploma course, so as to maximise the number of suitable students on each course
- Manage the Trainee recruitment and selection process
- Produce and work within an annual Diploma budget. Monitor ongoing income and expenditure, identifying and implementing corrective action when necessary
- Be the point of escalation, if required, for staff or trainee concerns or complaints
- Work with the External Assessor to ensure the high quality of our training is maintained and developed
- Manage the syllabus planning and timetable for the Diploma
- Ensure compliance with clinical and training regulatory requirements, e.g. BACP and GDPR, and adherence to internal policies and procedures, ensuring these are reviewed at least annually alongside the Co-Directors
- Contribute to the smooth operation and running of BCS as a member of the Senior Staff Team alongside the Co-Directors and Managers of the Service's other functions.

Diploma Course Manager

Person Specification

Training and qualifications	<ul style="list-style-type: none"> • Experienced counsellor/psychotherapist, ideally in current supervised practice • Psychodynamically trained or have a good knowledge and understanding of the psychodynamic model
Knowledge and Experience	<ul style="list-style-type: none"> • Significant experience of teaching students or training others • Experience of managing and supporting a team • Good ethical practice and quality standards • Effective clinical judgement
Skills	<ul style="list-style-type: none"> • Excellent written and verbal communication • Ability to problem solve and remain calm and objective under pressure • Ability to work effectively both independently on own initiative and as part of a team • An openness to being challenged • An ability to maintain appropriate boundaries • An ability to manage difficult relationships
Other requirements	<ul style="list-style-type: none"> • Availability on a Friday