



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, our 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 us 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 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

<b>Role title</b>	Diploma Supervisor
<b>Reporting to</b>	Diploma Course Manager
<b>Employer</b>	Basingstoke Counselling Service
<b>Location</b>	Goldings, London Road, Basingstoke, RG21 4AN
<b>Working hours</b>	Vacancies available for two separate supervision groups of 90 minutes each for a minimum of 44 weeks per year on Fridays: 1.30pm to 3pm (Year 3 group) 3.15pm to 4.45pm (Year 2 group)
<b>Rate of pay</b>	£40.00 per hour (£60.00 per session) for supervision £40.00 per hour for attendance at Diploma Team meetings and Supervisors Meetings
<b>Term of contract</b>	Self-employed
<b>Start date</b>	13 <sup>th</sup> September 2024
<b>Closing date for applications</b>	9am on 12 <sup>th</sup> July 2024
<b>To apply</b>	Send a CV and covering letter to <a href="mailto:training@basingstokecounselling.org.uk">training@basingstokecounselling.org.uk</a>
<b>For an informal chat about the role</b>	Please contact Marta Shepherd on 01256 843125 or <a href="mailto:training@basingstokecounselling.org.uk">training@basingstokecounselling.org.uk</a>

## **Overview of the post**

BCS runs a three-year BACP Accredited Diploma in Psychodynamic Counselling with a maximum of 16 trainees per cohort. Our Diploma course is undergoing a period of expansion as we transition from running the course every three years to an annual intake. We are therefore seeking suitably qualified supervisors to join our professional, dedicated and friendly training team to provide supervision for the increasing number of trainees we have joining BCS. Each group has a maximum of four trainees.

BCS Diploma trainees undertake their clinical work at an in-house placement, overseen by the Counselling Manager. Trainees can begin to see clients from Year 1, Term 2, as long as they have undertaken a minimum of 6 months of weekly psychodynamic counselling with a therapist from our Approved Therapists List, and have the agreement of their supervisor of their readiness to commence.

Trainees are allocated to a different supervisor each year and the members of the group are also reorganised to ensure trainees receive a range of supervisory experiences and richness to their learning.

Supervision runs throughout the year for the duration of the three-year course and takes place in person at the BCS offices during term-time and online during the holidays. Ideally, supervisors would be available for all sessions during term-time, and holidays taken during the course holidays, but this is not essential. Supervisors are required to provide a minimum of 44 sessions per year (September to August).

One week before the start of term, Year 1 trainees are invited to an induction day, called Week '0', when they also have an opportunity to meet Diploma Supervisors and teaching staff during a brief introduction session. Following that meeting, Diploma Supervisors attend a Supervisors' Handover Meeting to hear about any important updates regarding the trainees' clinical work over the summer before new supervision groups begin working with their new supervisors. Week '0' will take place on Friday the 13<sup>th</sup> September in 2024.

Diploma Team meetings are held at the end of Terms 1 and 2 and an Assessment Panel takes place at the end of each academic year. Supervisors are required to attend these meetings in order to contribute to the discussions around each trainee, along with discussions to continually review and develop the course.

In addition to supervising, the successful candidate will undertake the role of Personal Tutor for an agreed number of trainees per cohort. There is a separate recruitment pack for this role, which outlines all the details and additional remuneration is applied for this work. Furthermore, some marking of diploma assignments might be discussed, as another aspect of being part of the Diploma Team.

## **Term dates:**

20<sup>th</sup>, 27<sup>th</sup> September 2024  
4<sup>th</sup>, 11<sup>th</sup>, 18<sup>th</sup>, 25<sup>th</sup> October 2024  
8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup>, 29<sup>th</sup> November 2024  
6<sup>th</sup>, 13<sup>th</sup> December 2024  
10<sup>th</sup>, 17<sup>th</sup>, 24<sup>th</sup>, 31<sup>st</sup> January 2025  
7<sup>th</sup>, 14<sup>th</sup>, 28<sup>th</sup> February 2025  
7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup>, 28<sup>th</sup> March 2025

4<sup>th</sup>, 25<sup>th</sup> April 2025  
2<sup>nd</sup>, 9<sup>th</sup>, 16<sup>th</sup>, 23<sup>rd</sup> May 2025  
6<sup>th</sup>, 13<sup>th</sup>, 20<sup>th</sup>, 27<sup>th</sup> June 2025  
4<sup>th</sup>, 11<sup>th</sup>, 18<sup>th</sup> July 2025

### **Duties and responsibilities**

- Provide supervision for groups up to four trainees of the BACP Accredited Diploma in Psychodynamic Counselling for 90 minutes per week.
- To enable each trainee to become more effective in their counselling by:
  - Developing awareness of the dynamics and interaction between themselves, their clients, and the supervision process.
  - Developing insights into the counselling process, thus responding as effectively as possible to the client's therapeutic needs.
  - Enabling the setting of realistic goals in relation to each client.
  - Supporting trainees in the management of practical matters relating to clients, e.g. doctors' letters, fees, holiday breaks, etc.
  - Confronting any issue that is in the way of the trainee's effective work with a client.
  - Monitoring and assessing trainees, maintaining appropriate boundaries, ethical practice and code of conduct.
- Undertake yearly supervisor appraisals with each supervisee.
- Notify and discuss with the Counselling Manager any serious concerns about a client's welfare and any action which needs to be taken.
- Notify and discuss with the Diploma Course Manager and Counselling Manager any serious concerns about a trainee's client work or conduct and any action which needs to be taken.
- Be a collaborative member of the Diploma Team, and as a member, take on the role of Personal Tutor for an agreed number of tutees per cohort (see separate recruitment pack for more details of this role).
- Attend Diploma Team meetings, held from 9am to 4pm in person at BCS on one Saturday per term (7<sup>th</sup> December 2024, 21<sup>st</sup> March and 27<sup>th</sup> June 2025 for academic year 2024/25).
- Attend Week '0' and the Supervisors' Handover Meeting on 13<sup>th</sup> September 2024
- Attend supervisors' meetings with the Counselling Manager three times per year. This is in addition to the Diploma Team meetings, as this role straddles both the training and counselling provisions.
- Be regularly supervised on their supervisory work (this is not provided by BCS and must be arranged externally).
- Ensure compliance with clinical regulatory requirements, e.g. BACP and GDPR, and adherence to internal policies and procedures.

## Person Specification

<b>Training and qualifications</b>	<ul style="list-style-type: none"> <li>• Experienced counsellor/psychotherapist, psychodynamically or psychoanalytically trained</li> <li>• Specific training in supervision</li> <li>• Member of BACP, UKCP or other professional body</li> </ul>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Experience of providing group supervision</li> <li>• Good ethical practice and quality standards</li> <li>• Effective clinical judgement</li> <li>• In current supervised practice with experience of working both in-person and on a mediated platform</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• The ability to hold and manage a group of up to four trainees</li> <li>• The ability to supervise open-ended, time-limited and remote client work</li> <li>• Ability to work effectively both independently and collaboratively as part of a team, fostering good relationships with people at all levels within the Service</li> <li>• An openness to being challenged</li> <li>• An ability to maintain appropriate boundaries</li> <li>• An ability to manage difficult relationships</li> <li>• Good pastoral skills</li> <li>• Good level of computer literacy to work with our digital systems</li> </ul>
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• Availability on the dates outlined above</li> </ul>