



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 11 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>	Certificate and Introduction Course Manager
<b>Reporting to</b>	Co-Directors
<b>Employer</b>	Basingstoke Counselling Service
<b>Location</b>	This is a hybrid role, and the majority of the hours can be worked remotely. Where required, some hours to be worked from Goldings, London Road, Basingstoke, RG21 4AN
<b>Working hours</b>	11 hours per week
<b>Salary</b>	£35,000 FTE per annum, plus contributory pension scheme. BCS works to a 37.5 hour week.
<b>Term of contract</b>	Permanent
<b>Holidays</b>	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.
<b>Start date</b>	As soon as possible
<b>Closing date</b>	9am on Monday 4 <sup>th</sup> November 2024
<b>Interviews</b>	Weeks commencing 4 <sup>th</sup> and 11 <sup>th</sup> November 2024
<b>To apply</b>	Send a CV and covering letter to <a href="mailto:louise.hewitson@basingstokecounselling.org.uk">louise.hewitson@basingstokecounselling.org.uk</a>
<b>For an informal chat about the role</b>	Please contact Louise Hewitson on 01256 843125 or <a href="mailto:louise.hewitson@basingstokecounselling.org.uk">louise.hewitson@basingstokecounselling.org.uk</a>

### 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 our sought-after one-year Certificate in Counselling Skills and Theory, and our shorter Introduction to Counselling courses. We pride ourselves on the high quality and robust nature of our training and are looking for someone with the drive to maintain the high standards of BCS as a training centre of excellence.

The Certificate course runs annually with 30 places available and is usually oversubscribed. The Introduction to Counselling course runs twice per year – once one evening per week for 10 weeks, and the other across three weekends spanning three months. Our training courses offer a progressive journey, with many students continuing onto our three-year Diploma in Psychodynamic Counselling with an in-house clinical placement.

You'll need great multi-tasking skills to work across trainee recruitment, team management and managing the syllabus and timetable effectively. You will also need experience in managing budgets, to keep our courses running efficiently and profitably every year. Profit generated from these courses supports the charitable counselling services that we offer, providing crucial support to those who need it most.

There is currently a full teaching team in place for both courses, and part of this role will be to recruit new teaching staff if vacancies arise, or to have the skillset to take on some of the teaching yourself (teaching work is remunerated separately and in addition to the hours allocated to this role). You'll work closely with, and be supported by, the teaching and senior management teams.

The Certificate course takes place every Thursday evening (term-times) and the Introduction course currently takes place on a Monday evening in the autumn and for three weekends in the spring.

There is also a committed administrative team, comprising one full-time and one part-time administrator 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 Certificate in Counselling Skills and Theory and the Introduction to Counselling Course.
- Recruit and retain suitably experienced and qualified training staff when required
- Line management of part-time self-employed Training Team
- Arrange and chair termly Training Team meetings
- Promote the Certificate and Introduction courses, so as to maximise the number of suitable students on each course. Marketing support will be available.
- Manage the Trainee recruitment and selection process
- Produce and work within an annual budget for both courses. 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
- Manage the syllabus planning and timetable for both courses
- 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.

## Person Specification

<b>Training and qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified counsellor/psychotherapist, ideally in current supervised practice</li> <li>• Psychodynamically trained or have a good knowledge and understanding of the psychodynamic model</li> </ul>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Experience of managing and supporting a team</li> <li>• Good ethical practice and quality standards</li> <li>• Effective clinical judgement</li> <li>• Experience of creating/developing a training syllabus (or willingness to learn)</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent written and verbal communication</li> <li>• Strong administrative and organisational skills</li> <li>• Ability to problem solve and remain calm and objective under pressure</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> </ul>
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• Availability on occasional Thursday evenings</li> </ul>