Job Description

Role title	Training Manager
Reporting to	CEO
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	18 hours per week (including teaching one seminar per term, two Saturday workshops per year and chairing the Diploma Team Meetings taking place on three Saturdays per year)
Salary	£45,000 FTE per annum, 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	As soon as possible
Closing date	9am on 11th December 2026
Interviews	Week commencing 4th and 11th January 2027
To apply	Send a CV and covering letter to marta.shepherd@basingstokecounselling.org.uk
For an informal chat about the role	Please contact Marta Shepherd on 01256 843125 or marta.shepherd@basingstokecounselling.org.uk

Overview of the post

We are looking for a talented, enthusiastic psychodynamic practitioner who has the skills and experience to manage the efficient and effective delivery of our sought-after three-year BACP Accredited Diploma in Psychodynamic Counselling and oversee the running of our Introduction and Certificate Courses. We pride ourselves

on the high quality and robust nature of our training and are looking for someone with the drive to further develop BCS as a training centre of excellence.

The role involves working across trainee recruitment, Diploma, Certificate and Introduction team management and staff recruitment, as well as updating content and managing the syllabus and timetable effectively.

Part of this role is to be an active member of the Diploma training team, which encompasses teaching academic seminars and marking assignments. The Training Manager will be the first port of call for our Diploma training team. They will work closely with them and be supported by them.

The Training Manager will be the point of support and escalation, when needed, for matters relating to the Introduction and Certificate Courses.

The Diploma course takes place every Friday (term-times) during the day and therefore applicants must be available at this time.

The role would report primarily to the CEO, involving close collaboration and ongoing support from the CEO.

The Training Manager will work closely with the Senior Training Co-ordinator who supports all aspects of the training function, with primary responsibility for running of Introduction and Certificate Courses. The Training Manager will also collaborate with the Marketing Co-ordinator to promote the Diploma and support student recruitment.

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 self-employed Diploma, Certificate and Introduction Training Teams.
- Arrange and chair termly Diploma Team meetings.
- Work alongside the Marketing Co-ordinator to promote the Diploma course, so as to maximise the number of suitable students on each course.
- Manage the diploma application process.
- Produce reports for the Board of Trustees and attend quarterly Trustees meetings and Clinical Advisory Board meetings (some of these may take place in the evenings).
- Produce and work within an annual Diploma budget. Supported by the Finance Manager, 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.
- Contribute to the smooth operation and running of BCS as a member of the Senior Staff Team alongside the CEO and Managers of the Service's other functions.