



## **The Norwich Centre for Personal and Professional Development**

### **Tutor – Norwich Centre Post-Graduate Diploma in Counselling**

The Norwich Centre was established in 1979 and moved into its current premises in 1980. Originally a partnership, one of the co-founders was Professor Brian Thorne. The partnership was dissolved in 1992 and the Norwich Centre became a registered charity. Meanwhile Brian Thorne, Elke Lambers and Dave Mearns had set up PCT Britain which ran a training in the person-centred approach which was accredited by BACP. This course was run in association with the Norwich Centre and had its last intake in August 1994, by which time Brian Thorne and Dave Mearns had successfully set up person-centred training courses at the University of East Anglia and Strathclyde University respectively, both of which were BACP Accredited courses. Demand for a part-time person-centred training remained high and in the Norwich area this was an unmet need. The Norwich Centre had begun offering Introduction to Counselling Courses in 2009 and a Certificate in Counselling Skills course in 2012. Both courses have continued to run very successfully and now form the progression route into our BACP Accredited Post-Graduate Diploma in Counselling which ran for the first time 2013-2015. The Norwich Centre also has a BACP Accredited counselling service.

#### **Job Description**

To be part of a team delivering the Post-Graduate Diploma in Counselling

#### **Responsible to**

The Course Director

## **Key Responsibilities**

Specifically the key duties will include:

- Working as part of the core team on the Postgraduate Diploma/MA in Counselling
- Interviewing prospective candidates, according to established procedures
- Working with colleagues on course development
- Delivery of lectures as part of the academic programme
- The facilitation of skills groups, supervision groups and community meetings
- Marking and assessing coursework

## **Person Specification**

*Education, Experience & Achievements*

### **Essential Criteria**

- Good honours degree, or equivalent qualification in any discipline
- A Masters level qualification, or equivalent qualification, in a relevant subject, or working towards the completion of a Masters level qualification
- A recognised qualification (BACP or equivalent) in person-centred counselling and psychotherapy
- Accreditation by BACP or equivalent professional body.
- Ongoing counselling practice (minimum 450 counselling hours over 3 years)
- Expert IT skills including Microsoft Office

### **Desirable Criteria**

- Experience as a counselling supervisor
- Substantial experience as a person-centred counsellor and counselling trainer on a BACP (or equivalent) accredited course
- Experience of organising and leading course modules
- Experience of an online VLE (virtual learning environment)

## *Skills & Knowledge*

### **Essential Criteria**

- Demonstrable communication skills in English Language, with the ability to
  - communicate effectively and sensitively with staff and students and external contacts
  - Excellent teaching and group facilitation skills
  - An awareness of current issues in counselling education
  - Good working knowledge of the Ethical Framework for the Counselling Professions

### **Desirable Criteria**

- Knowledge of the locality in terms of counselling placements and counselling needs
- An awareness of current requirements for BACP accredited courses

## *Personal Attributes*

### **Essential Criteria**

- Excellent interpersonal skills with evidence of ability to work with others effectively
- Ability to work under own initiative, manage a demanding workload and meet competing deadlines
- Evidence of commitment to own personal and professional development
- Ability to work effectively, flexibly and collaboratively in a diverse team
- Evidence of the ability to balance awareness of the ideals and principles of the person-centred approach with the need to achieve compromise within an institutional context
- Member of BACP
- Agreement to work within the BACP Ethical Framework for the Counselling Professions

### **Special Circumstances**

Allowance for holidays is included in the rate of pay, there is no annual leave

## **Salary**

This is calculated annually based on the commitments agreed.

To apply for this vacancy please complete and return the application form to [ckitcatt@norwichcentre.org](mailto:ckitcatt@norwichcentre.org)

by Friday 10<sup>th</sup> June 2022

Revised May 2022