

## **The Norwich Centre for Personal and Professional Development & Norwich Centre Projects Ltd**

### **Associate 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 are 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 Post-Graduate Diploma in Counselling which ran for the first time 2013-2015.

The Norwich Centre also is a BACP Accredited counselling service which provides a service for the local community and a separate counselling service for the commercial and education sectors.

This role has been designed as part of ongoing professional development for tutors wanting to develop their teaching skills at a higher level and to gain experience of working on a professional level training.

### **Job Description**

To be part of a team delivering the Post-Graduate Diploma in Counselling. This is a BACP Accredited training course. The exact areas of work will be agreed in line with individual professional development objectives and the experience brought to the role by each applicant.

### **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 to deliver the course in accordance with the course requirements including the BACP Course Accreditation Criteria

- Assisting with 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 and community meetings
- Marking and assessing coursework
- Attendance at team meetings as scheduled
- Conducting tutorials with trainees and giving feedback on progress

Criteria	Essential	Desirable
<b>Qualifications</b> <ul style="list-style-type: none"> <li>▪ Good honours degree, or equivalent qualification in any discipline</li> <li>▪ A Masters level qualification, or equivalent qualification, in a relevant subject, or working towards the completion of a Masters level qualification</li> <li>▪ A recognised qualification (BACP or equivalent) in person-centred counselling and Psychotherapy</li> <li>▪ Registered member of BACP</li> <li>▪ Working towards BACP Accreditation and applying as soon as possible</li> <li>▪ Individual supervision with an appropriately qualified and experienced supervisor in line with the requirements of the BACP Ethical Framework for the Counselling Professions</li> </ul>	✓   ✓ ✓ ✓ ✓	✓
<b>Experience, Knowledge and Skills</b> <ul style="list-style-type: none"> <li>▪ Experience as a trainer on Introduction and/or Certificate courses</li> <li>▪ Ongoing counselling practice with a minimum of 300 client hours</li> <li>▪ Thorough and up to date knowledge of person-centred theory including research</li> <li>▪ Excellent teaching and group facilitation skills</li> <li>▪ Confident user of MS Office including Office 365</li> <li>▪ Demonstrable communication skills in English Language, with the ability to communicate effectively and sensitively with staff and students and external contacts</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓	

<ul style="list-style-type: none"> <li>• An awareness of current issues in counselling education</li> <li>• Good working knowledge of the Ethical Framework for the Counselling Professions</li> <li>▪ Good working knowledge of current requirements for BACP accredited courses</li> </ul>	 ✓  ✓	
<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>▪ Excellent communication and relationship skills with evidence of ability to work with others effectively</li> <li>▪ Friendly and approachable</li> <li>▪ Able to work unsupervised and manage workload effectively and accurately under pressure</li> <li>▪ Attention to detail</li> <li>▪ A collaborative, enthusiastic and flexible approach, willing to do what is necessary to ensure the effective running of the course – a good team player</li> <li>▪ Ability to work under own initiative, manage a demanding workload and meet competing deadlines</li> <li>▪ Evidence of commitment to own personal and professional development</li> <li>▪ 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</li> <li>▪ Agreement to work within the BACP Ethical Framework for the Counselling Professions</li> <li>▪ Ability to hold boundaries and maintain appropriate levels of confidentiality</li> </ul>	 ✓  ✓ ✓ ✓ ✓  ✓  ✓ ✓  ✓ ✓	

### 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 role, complete and return the application form to [ckitcatt@norwichcentre.org](mailto:ckitcatt@norwichcentre.org)

Closing date 15<sup>th</sup> July 2022

CAK June 2022