

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

**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 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 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.

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

**Responsible to**

The Course Director and, in their absence, The Norwich Centre Director

**Key Responsibilities**

Specifically, key duties will include:

* Working as part of the core team on the Postgraduate Diploma 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 and community meetings

* Marking and assessing coursework
* Undertaking tutorials throughout the course
* Pastoral support as required

**Person Specification**

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| Criteria  | Essential  | Desirable  |
| **Qualifications** * Good honours degree or equivalent qualification in any discipline
* A recognised qualification (BACP or equivalent) in person-centred counselling and Psychotherapy
* Registered member of BACP
* Working towards BACP Accreditation and applying as soon as possible
* Individual supervision with an appropriately qualified and experienced supervisor in line with the requirements of the BACP Ethical Framework for the Counselling Professions
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| **Experience, Knowledge and Skills** * Experience as a person-centred trainer on Introduction and/or Certificate courses
* Ongoing person-centred counselling practice with a minimum of 300 client hours
* Thorough and up-to-date knowledge of person-centred theory including research
* Recognised OPT training
* At least 10% of counselling hours undertaken to be on-line or by phone
* Excellent teaching and group facilitation skills
* Confident user of MS Office including Office 365
* Demonstrable communication skills in English Language, with the ability to communicate effectively and sensitively with staff and students and external contacts
* An awareness of current issues in counselling education
* A significant portfolio of CPD and advanced study
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| * Good working knowledge of the Ethical Framework for the Counselling Professions
* Good working knowledge of current requirements for BACP accredited courses
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| **Personal Qualities** * Excellent communication and relationship skills with evidence of ability to work with others effectively
* Friendly and approachable
* Able to work unsupervised and manage workload effectively and accurately under pressure
* Attention to detail
* A collaborative, enthusiastic and flexible approach, willing to do what is necessary to ensure the effective running of the course – a good team player
* Ability to work under own initiative, manage a demanding workload and meet competing deadlines
* Evidence of commitment to own personal and professional development
* Evidence of the ability to balance awareness of the ideals and principles of the person-centred approach with the need to achieve integration within an institutional context
* Agreement to work within the BACP Ethical Framework for the Counselling Professions
* Ability to hold boundaries and maintain appropriate levels of confidentiality
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**Special Circumstances**

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

**Salary**

This is calculated for the 2 years based on the commitments agreed but is typically as below and the total amount would be split over the 24 months in equal payments each month.

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| **ACTIVITY** | **FREQUENCY** **(each weekend/as required)** | **COST** |
| Community meeting (Friday or Sunday TA do one each) | Each weekend therefore x 22 | £1631 |
| Theory sessions (25% of them on Saturday and Sunday) | Each weekend therefore x 22 | £816 |
| Skills group (each TA has one group) | Each weekend therefore x 22 | £1631 |
| Team meeting (all present for 1.5hrs) | Each weekend therefore x 22 | £612 |
| Tutorials (split between T’s and TA’s with 2 present at each one | As required | £232 |
| Marking (shared equally between T’s and TA’s) | Shared equally but as required | £927 |
| Admin and pastoral (shared equally between T’s and TA’s) | Shared equally but as required | £334 |
| Interviews (2 per interview shared equally) | Shared equally but as required | £343 |
| Intensive week x 3 (each TA does half the week) | 3 weeks over the course but each TA does half of each week  | £1946 |
| **TOTAL FOR 2 YEARS** |  | £8472 |

This position is a fixed term 2-year contract with the potential for further fixed term contracts for future courses, this will be discussed in the second year of the diploma course.

The course weekends are approximately once a month with the usual academic holidays.

To apply for this vacancy please complete and return the application form to slee@norwichcentre.org or, for an informal chat, please contact The Norwich Centre on admin@norwichcentre.org and ask to arrange a time to speak to Sandra Lee, Course Director or, in her absence, Maggie Southworth, Centre Director.

Revised February 2024