

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



PD Facilitator – 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 has a BACP Accredited counselling service and the Trustees of The Norwich Centre own Norwich Centre Projects Ltd which also provides a BACP Accredited counselling service in the commercial and education sectors.

Job Description:

To facilitate a Personal Development Group on the Post-Graduate Diploma in Counselling 2024-2026, two hours per course weekend, currently 2.30pm – 4.30pm Saturdays, as per the course dates attached.

Responsible to:

The Course Director/Centre Director

Key Responsibilities:

Specifically, the key duties will include:

Group facilitation

Person Specification:

Education, Experience & Achievements

Essential Criteria:-

- Good honours degree, or equivalent qualification in any discipline.
- A recognised qualification (BACP or equivalent) in person-centred counselling and psychotherapy.
- Accreditation by BACP.
- Ongoing counselling practice.

Desirable Criteria:-

- Experience as a counselling supervisor.

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 group facilitation skills.
- An awareness of current issues in counselling education.
- Good working knowledge of the Ethical Framework for the Counselling Professions.

Desirable Criteria:-

- 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.
- 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 compromise within an institutional context.
- Agreement to work within the BACP Ethical Framework for the Counselling Professions.

Special Circumstances

Essential Criteria:-

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