**Director of Training - Job Description and Person Specification**

**Job Title: Director of Training**

**Location:** This post is based at the Sherwood Psychotherapy Training Institute, Thiskney House, 2 St James’s Terrace, Nottingham, NG1 6FW.

**Hours:** Part-time 3-4 days. Job share would be considered.

**Starting Salary:** £48,000 - £55,000 FTE based upon experience and qualifications.

**Accountability:** SPTI Directors.

**Liaises with:** Team of Directors**,** Senior Management Team**,** Programme Leaders, Tutors, key members of SPTI staff and those of our validating University and relevant professional bodies.

**Key Qualifications & Experience**

In order to be eligible to apply, applicants will need:

* To have a minimum of 6 years post qualification clinical experience as registered/accredited UKCP, and ideally BACP, psychotherapist.
* To be a qualified supervisor as recognised by SPTI with a minimum of 4 years’ post qualification experience.
* To have a Master’s degree in Psychotherapy/counselling.
* To have a minimum of 6 years psychotherapy training delivery experience
* To have significant experience of psychotherapy and counselling programme management and development.
* Not to be subject to any unresolved ethical complaints.
* Not to have been found guilty of serious professional misconduct or ethical misconduct.

**Duties and Responsibilities**

The successful candidate will be a member of the team of Directors. They will need to be a highly motivated individual able to work both independently with a great deal of autonomy, to take a strategic, management and leadership role and to work collaboratively as a part of a skilled team of professionals. In order to take a lead role in terms of delivery of psychotherapy and counselling training, the successful candidate will need to be a skilled trainer, clinician and supervisor with extensive post qualification experience.

They should have a clear understanding of the delivery of psychotherapy and counselling training from introductory through to MSc level, an ability to focus on and support the psychotherapeutic processes involved, whilst also ensuring compliance with all academic ethical and professional standards. While the following is a list of duties and responsibilities, an overarching responsibility is to join the Director team and to take a leadership role within SPTI.

**Specific Duties and Responsibilities:**

Liaison and Representation:

* To have oversight of and be involved in liaison with regulatory bodies UKCP and BACP, and with our University partner.
* To represent SPTI in wider forums within the field of Psychotherapy including, attending conferences and other events necessary for the successful functioning, maintenance. and development of mutually beneficial relationships with peers within the profession.

Quality Assurance and Ethical Standards:

* To ensure the maintenance of ethical and professional standards throughout SPTI, in line with our mission statement.
* To share with the Director Team responsibility for student disciplinary, complaints procedures and ethics.
* To work closely with Programme Leaders and the Quality Assurance & Data Manager to ensure that programmes conform to all SPTI, regulatory and accrediting bodies and validating partners’ quality standards and practices.
* To liaise with our Quality Assurance Manager and represent SPTI on University or other Quality Committees where necessary.
* To contribute to reports relating to the programme as required by the validating, regulatory and accrediting bodies and SPTI, in consultation with Programme Leaders and the Quality Assurance & Data Manager.
* The Director of Training shall carry out their activities in compliance with the highest standards of relevant established professional and academic practice and in accordance with the codes of ethics of the UKCP, BACP and of SPTI.

Supervision and Meetings:

* To meet monthly with Programme Leaders to provide support and supervision.
* Line management responsibility for a team of employed and self-employed Programme Leaders and Tutors.
* To oversee, chair and support staff and student facing meetings: including monthly meetings with Programme leaders, the Combined Programme Committee (Student Rep) meetings, Assessment & Award Boards, and tutor training days.
* To attend meetings with all course Tutor teams at least annually in order to monitor standards, delivery of training and offer support to Programme Leaders and Tutors.

Oversight of Training:

* To monitor and ensure appropriate resource development, allocating resources and budgets to different aspects of training.
* To develop a strategy that supports and nurtures constructive relationships with trainers (mentoring, overseeing, and monitoring Programme Leaders support to Tutors).
* To oversee training, development and support for all Programme Leaders and Tutors.
* In liaison with the Placement Officer, to oversee and develop strategic planning relating to SPTI placement provision.
* To oversee, monitor and develop strategies that enhance the quality of student learning, development, and overall experience, liaising with all stakeholders: SMT, programme teams and the student body.
* To oversee the planning and development of new and existing training programmes and support Programme Leaders in the development of curricula, in particular ensuring that developments within the psychotherapy profession are reflected in the content and delivery of the Programmes.

**Person Specification**

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| **CRITERIA**  | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications or training** | * To have a Master’s degree in psychotherapy
* To have a minimum of 6 years’ experience delivering psychotherapy and counselling training.
* To be a qualified supervisor, as recognised by SPTI, for at least 4 years.
* To be UKCP registered
* To be BACP registered
 | * To be BACP accredited
* To be a member of UKCP HIPC
* To have a teaching qualification e.g. PgCert in Higher Education (PGCHE) or a Fellowship of the Higher Education Academy (FHEA)

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| **Knowledge & experience**  | **Psychotherapy and Training** |
| * Knowledge and experience of a range of psychotherapeutic approaches.
* Significant and up to date experience and skills in relation to training delivery.
* Substantial and current experience of clinical work.
* Experience of involvement in professional bodies Experience of curriculum development and development of teaching materials.
* Experience of marking and report writing.
* Experience of creating and analysing reports.
* Experience of UKCP/BACP and University requirements with regard to psychotherapy training provision.
 | * Knowledge of legislation and national policy in relation to regulation of the profession.
* Current Involvement in professional bodies.
* Experience of marking and report writing to MSc level.
* An interest in wider educational issues.
* Significant experience of working with HE and its regulatory bodies
* Experience of quality assurance processes
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| **Management, leadership and collaboration** |
| * Experience of successfully managing others.
* Experience of psychotherapy and counselling programme management and development.
* Experience of working in and leading a team.
* Knowledge and experience of team dynamics and processes.
* Experience of working effectively with a wide range of external partners.
* Documented commitment to maintaining continued professional development as required by professional accrediting organisation.
* Understanding and experience of promoting equal opportunities, diversity and inclusion.
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| **CRITERIA**  | **ESSENTIAL** | **DESIRABLE** |
| **Skills & Abilities** | **Psychotherapy and Training** |
| * Highly developed interpersonal and communication skills (including verbal, written and presentation skills).
* Clinical skills – commitment to and ability to support psychological processes unique to delivery of psychotherapy training.
* Evidenced experience of working with a wide variety of client groups and with a range of clinical severity and distress.
* Excellent Marking and report writing skills.
* Experience of online training delivery, working and management
* Excellent organisational and administrative skills.
* Ability to work independently and to consult and seek supervision as necessary.
* IT literate, able to use Microsoft Office package (e.g. Word, Excel, Access, PowerPoint, Outlook).
 | * Mediation skills/experience.
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| **Management and leadership skills** |
| * Ability to manage change, lead innovations and meet challenges successfully.
* Ability to lead by example and to work collaboratively.

Skills and confidence to supervise staff and undertake staff appraisals.* Proven team working skills.
* Demonstrable leadership skills.
* Managerial skills – diplomacy and discretion.
* Skills and confidence to manage conflict.
* Experience of budgetary management.
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| **Organisational skills and abilities** |
| * An ability to use initiative and prioritise workload and oversee workload of others.
* An ability to consult and share decision making with the senior management team.
* An ability to follow learn and follow guidance.
* Excellent organisational and administrative skills.
* Ability to work independently and to consult and seek supervision as necessary.
* IT literate, able to use Microsoft Office package (e.g. Word, Excel, Access, PowerPoint, Outlook).
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| **CRITERIA**  | **ESSENTIAL** | **DESIRABLE** |
| **Personal Attributes** | * Have a positive, warm, relational and creative approach to business management, development and team working.
* Self-aware and open to own development personally and professionally.
* Commitment to continually improving skills and knowledge.
* Commitment to promoting diversity, equality and inclusion.
* Capacity to withstand the emotional and ethical conflicts inherent in the post and commitment to maintaining and enhancing this capacity.
* Energy, tenacity, resilience and determination.
* Ability to keep calm under pressure.
* A willingness to contribute to the wider life of the institute and desire for a long-term commitment to SPTI and the post.
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| **Other Requirements** | * Should not have been found guilty of professional misconduct.
* Not to be subject to any unresolved ethical complaints.
* The post holder will be subject to a criminal records check.
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