**MSc in Integrative Psychotherapy**

**(Validated by University of Staffordshire and accredited by UKCP)**

**Job Description**

**Job Title: Lead Facilitator – MSc in Integrative Psychotherapy**

**Location:** This Post is based at the Sherwood Psychotherapy Training Institute, 2 Castle Quay, Castle Boulevard, Nottingham, NG7 1FW. Training delivery will take place at this location and at our nearby building in Nottingham City Centre.

**Hours:** Part-time; individually negotiated with the Programme Leader/Director of Training on an annual basis.

**Fees:** £25 per hour

**Employment status:** Self-employed

**Accountability:** Managerially accountable to Programme Leader.

**Liaises with:** Programme Leader andTeam colleagues; course administrators.

**Key Responsibilities**

* Coordinate facilitator team meetings and act as main point of contact for student queries and low-level concerns, escalating complex cases to the Programme Leader.
* Contribute to curriculum updates, programme documentation, and module development.
* Coordinate marking schedules, first and second markers, and ensure deadlines are met.
* Assist with monitoring of student progression, logbooks, and supervision ratios.
* Lead on designated areas such as digital portfolio development, neurodiversity support, or group process enhancement.
* Maintain a strong teaching presence within the programme through delivery of designated modules or small group practice.
* Represent the programme at meetings and events when the Programme Leader is unavailable.
* Coordinate and participate in admissions interviews and applicant information events.
* Support the Programme Leader in facilitating team communication and tutor development.
* Prepare draft timetables and contribute to academic planning cycles.

**Collaboration and Accountability**

The Lead Facilitator works closely with the Programme Leader, administrative team, and other faculty members. They are accountable to the Programme Leader and contribute to strategic planning while maintaining visibility and support within the student cohort and staff team.

**Person Specification**

* Qualified and registered psychotherapist (UKCP or equivalent).
* Minimum 2 years’ post-qualification clinical experience.
* Experience teaching or facilitating within psychotherapy training environments.
* Strong interpersonal and organisational skills.
* Commitment to humanistic and integrative values, inclusive practice, and collaborative leadership.
* Willingness to deputise for Programme Leader and take initiative on delegated responsibilities.

**Please note:**

The Lead Facilitator is expected to comply with all relevant policies, procedures and guidelines including to those relating to the Equality Act 2010, Health and Safety and General Data Protection Regulation approved by SPTI and its validating partners.

The Lead Facilitator is expected to remain in practice and is responsible for their own clinical supervision to meet the requirements of BACP/UKCP and SPTI. They will become a graduate member of SPTI.

This is not an exhaustive list of duties and responsibilities and the Lead Facilitator may be required to undertake other duties which fall within the remit of their role, in discussion with the Programme Leader and/or Institute Director/s.

All applicants must have a business bank account for submission of all invoices.