

## The Minster Centre

### Facilitator for optional third year integration process group

#### Job Description

<b>Salary:</b>	On a PAYE basis, equivalent to £44.53 per contact hour
<b>Day/time:</b>	Wednesday term time, 2 hours 2-4pm
<b>Contract:</b>	Fixed term from September 2017 to July 2018
<b>Reports to:</b>	Head of Third Year (HoY)
<b>Accountable to:</b>	Director

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#### Job Summary

Students in their final year of our 3-year BACP Accredited Diploma in Counselling and students taking an year out of other modules or an additional year to prepare for entering the MA in Integrative Psychotherapy and Counselling can opt to attend an additional weekly group. The purpose of this group is to provide a focus for the integration of their personal process, developing practice and theoretical understanding.

The group runs for two hours on a Wednesday in term time (30 weeks per academic year September to July). The tutor can devise the exact programme in discussion with the students but will need to provide a structure which will provide time for group reflection on personal process and opportunities to reflect on clinical practice, theoretical understanding and personal process through the use of goldfish bowls and experiential exercises combined with agreed reading and discussion. The tutor will need to be familiar with and ready to encourage students to explore contemporary psychoanalytic, attachment and humanistic approaches which emphasise the significance of understanding the therapist's subjectivity.

The tutor will *also* be expected to:

- provide students with appropriate and considered support as necessary and written responses to self assessment mid-year and at the end of the year
- contribute to student support and overall assessment through attendance at third year tutor meetings and liaison with the Head of Diploma in Counselling (Philip Wood)
- assist in the monitoring of the curriculum content and delivery of the training standards, and their development as appropriate
- participate in programmes auditing the effective delivery of the course
- participate in professional activities that enable or enhance fulfilment of the role of Tutor including effective use of supervision, professional development, being familiar with the Aids to Study and the Student Handbook and any other policies (both local and national), maintain BACP, UKCP or equivalent accreditation/registration.

This is not an exhaustive list of duties and responsibilities. The post holder may be required to undertake other duties which fall within the gambit of the role, in discussion with the HoY and/or Director.

**Note:**

The post holder is expected to comply with all relevant Minster Centre policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and Data Protection Act, and clinical governance including research governance.

The post holder is required to comply with requirements of the relevant national registering body to ensure continued registration.

**Person Specification**

	<b>Essential</b>	<b>Desirable</b>
Qualifications and knowledge	<p>UKCP Registered or BACP Accredited or equivalent psychotherapist or counsellor.</p> <p>Familiarity with contemporary psychoanalytic, attachment and humanistic approaches which emphasise the significance of understanding the therapist's subjectivity</p>	Masters qualification in psychotherapy
Skills/Abilities	<p>Group facilitation skills.</p> <p>Supervision skills</p> <p>Strong interpersonal skills including a proven ability to work effectively as a part of a team and an ability to relate to and work with students and staff at all levels</p> <p>Ability to organise own time and workload effectively.</p> <p>Good communication skills both verbal and written.</p> <p>IT skills.</p>	

Relevant Experience	<p>Significant post qualification therapeutic experience</p> <p>Previous and recent experience of work in a training capacity and teaching experientially</p> <p>Previous experience of work as a group facilitator</p> <p>Demonstrable ability to organise own time and workload effectively whilst also contributing to an effective team.</p> <p>Understanding of humanistic, creative arts and integrative approaches, as well as intersubjective, relational and psychoanalytic models.</p> <p>Good IT skills (Including MS Office) sufficient to support regular, independent use of email, presentation software and Dropbox, production of course documentation and accessing staff and student intranet facilities.</p>	
Qualities/ Disposition	<p>Strong inter-personal skills, able to build good working relationships with people at all levels, including close colleagues, wider Minster Centre staff and students.</p> <p>Ability to work in a multi-cultural setting and to appreciate and respect diversity and difference.</p> <p>A commitment to the Minster Centre's ethos and values.</p>	

Please send a CV plus covering letter, saying how you meet the person specification, to Lissie Wright [lissie@minstercentre.org.uk](mailto:lissie@minstercentre.org.uk)

Please review whether you currently have any Minster Centre students as clients and in which year, and let us know if this is the case so that we can manage any potential dual relationships.

Interview date to be confirmed.