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Registered Company: 3768246. Registered Charity: 1075620

January 2010

Dear Candidate

Thank you for your interest in the Course Director for Counselling role at BCPC.

For a description of the Diploma Course please follow the links from the homepage of the website. The forms needed for application for the post are downloadable from the website. Please make sure that you download all the documents you need, or alternatively, please contact the office for a full pack to be posted out to you.

The closing date for applications and interview date is as follows:

Role	Closing date	Short-listing decision	Interview
Course Director for Counselling	26 March 2010	12 April 2010	21 April 2010

Candidates will be contacted by telephone on or before the short-listing decision date to advise them whether they are invited for interview. Full details of the interview process will be explained to shortlisted applicants at that point; however we would like to indicate in advance that the interview will include a presentation as follows:

Course Director for Counselling	Please prepare a ten minute presentation on the following: Government regulation of the profession and the advent of the Health Professions Council. What are your views on the impact of this on BACP accredited trainings such as ours at BCPC?
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We are committed to equality of opportunity throughout the organisation. As a result, please note that only applications made on the standard forms will be taken into account. CVs and other documentation should not be sent with your application. (If you are invited to interview, you may bring additional material that you would like the panel to see at that point). Please ensure that your application is clearly legible, and written or typed such that it can be photocopied. Applications should be sent in hard copy, signed, and additionally submitted by email if possible.

When sending your application, please mark the envelope with 'Recruitment' in the top left hand corner, so that applications can easily be sorted from other incoming post. Thank you.

Please download the following files:

Job description and person specification for the role

Application form

Equal opportunities monitoring form (which you will need to submit with your application, but in a separate envelope)

Criminal convictions, complaints and boundaries form

Further information

The successful candidate will be invited to take up the role from 1 May 2010. This will involve taking the lead in the intake procedures for Year One of the Diploma - responsibility for student applications and the management of interview days. Full support will be provided for the application process which is to be largely on-line this year for the first time via the newly updated website. All administration (invitation letters to interview, offers of places) is covered by BCPC Office staff.

Please therefore note the following dates:

Student Interviews **Sunday 23 May** **Sunday 13 June**

Orientation Course (for external students) **Sunday 4 and 11 July**

(These are outside the nominated hours for the role and are paid for separately)

Please also note these events and dates which are relevant to the Course Director role:

Counselling Academic Board **Tuesday 13 July** 2.00 – 4.00 pm

Counselling Staff Team Development Day **Monday 19 July** 10.00am - 4.00pm (also paid for separately)

We look forward to receiving your application in due course.

Jane Purkiss

Jane Purkiss
Head of Training
bcpc