



**Bath Centre for Psychotherapy and Counselling** is seeking a Deputy Director with a view to progression to Director within 12 – 18 months. BCPC is a long-standing provider of accredited counselling and psychotherapy trainings in the South West. Founded in 1984, BCPC is now established in its own premises in the centre of Bath, enjoying an excellent professional reputation both locally and Nationally. Our commitment to excellence means we offer trainings that meet the exacting professional standards of the Professional Regulatory bodies UKCP and BACP.

The person in this role will provide Professional leadership to the organisation to ensure the flourishing and development of BCPC. The Deputy Director will work alongside the current Director, to ensure professional development in line with the regulatory bodies and compliance with the University. They will also work closely with the Finance Manager and Office Manager to ensure the smooth operations of the day to day functioning of the organisation. The role will be part time and mainly office based, averaging out at 20-25 hours per week.

The post will be for one year initially, and with a six-month probationary period. The role carries an entitlement of 25 paid days holiday plus statutory bank holidays, pro rata. Holidays are to be taken outside term time.

The role will be accountable to and monitored by the Director. *This role description does not intend to provide a prescriptive list but provides what is hoped will be useful guidance in terms of indicative responsibilities.*

### **Key responsibilities**

To assist the Director

- To provide leadership and direction to all staff members to ensure that the organisation is run efficiently with good systems in place
- To ensure the fulfilment of the organisation's charitable aims and objectives
- To provide commercial and Professional development leadership to the organisation
- To oversee the enrolment process and course development
- To manage the University regulations and procedures
- To manage regulation tasks and liaison with the regulatory bodies
- To manage complaints
- To oversee building management in liaison with the Finance manager and the office manager
- To oversee management of staff teams and staff development
- To ensure all aspects of the administration and support functions are carried out efficiently
- To develop and execute policies which will ensure a thriving membership of the charity and excellence in the provision of training in counselling and psychotherapy as well as services to the public.
- To oversee recruitment and selection of staff for the organisation
- To look for opportunities to promote BCPC within the field
- To liaise with all relevant committees to ensure adequate fulfilment of their functions
- To manage post holders and carry out appraisals where relevant

**Other responsibilities of the role:**

- To be aware of and comply with all policies and procedures relating to health, safety and security, confidentiality and data protection
- To be supportive of difference and ensure equal opportunities for all
- To be aware of the dynamics of prejudice and oppression and take action as appropriate to minimize the effects of this within BCPC
- To contribute to the overall ethos, work and aims of BCPC
- To appreciate and support the roles of other professionals
- To participate in training and other learning activities and performance development as required

**Essential**

The candidate must:

- be strongly aligned to the core values and culture of BCPC
- have experience in collaborative ways of working with staff management
- have a counselling or psychotherapy qualification
- be BACP accredited or UKCP registered
- have a minimum of five years' experience as trainer/ lecturer
- be familiar with recent developments in the profession
- have experience of curriculum development of no less than two years
- have an understanding of qualitative and quantitative research methodologies and competence-based assessment

**Desirable**

The candidate would ideally:

- have a Masters degree
- have a knowledge of the regulatory requirements of PRBs
- have a strong working knowledge of the core theoretical models of the current training
- have supervisory experience of no less than five years
- have supervisor accreditation or recognition (e.g., BACP, BASRT)
- have experience of working with charitable Trustees

**Application deadline**

Monday 24 May 2021

**Salary**

£50 – 55K pro-rata

Please apply using the downloadable application form available on our website [www.bcpc.org.uk/join-us/jobs](http://www.bcpc.org.uk/join-us/jobs) or email [officemanager@bcpc.org.uk](mailto:officemanager@bcpc.org.uk) to request an application form.