



## The Sherwood Psychotherapy Training Institute

The Sherwood Psychotherapy Training Institute specialises in providing the highest standard of training for counsellors, psychotherapists and supervisors in professional and academic qualifications and post-qualification continuous professional development. We are currently inviting applications for the following post to join our diverse team at an exciting time of continued growth and development:

### **Placement Co-ordinator**

The role of Placement Co-ordinator enhances the ongoing development and support of practice placements which are a key component of our psychotherapy and counselling training. The focus of the role is to develop and maintain relationships with new and existing placements and to streamline placement processes. We are looking for a highly experienced psychotherapist/counsellor who should be able to demonstrate previous placement and project management experience and a clear understanding of issues relating to placement provision.

This is a part-time post, working one day per week. This day is often flexible, but some Tuesday meetings are required. Depending on how the role develops, more hours may become available.

Key areas of focus:

- Reviewing and, where appropriate, updating existing information relating to placements and placement providers, in liaison with administrative staff.
- Liaising with students on placement to enhance information available to current and future students.
- Developing SPTI's relationship with placements through direct contact with key placements (in particular new placements, those which are often used and those where there are particular issues to resolve) and involvement with the 'Placement Provider Day' and 'Student Placement Fair'.
- Implementing a system for placement approval in consultation with the Head of Training and Programme Leaders.
- Supporting students in accessing potential placements.
- Organisation of annual placement information day
- Maintain and update therapist and supervisor registers

Ideally candidates should not be based within an agency providing current SPTI placements. To avoid conflicts of interest, you will not be able to form supervisory or therapy relationships with students whilst they are in training.

### **Remuneration**

This role is on a self-employed basis. The fee payable is within the £18-£24 per hour range. An employed role can also be considered.

**Closing date for applications by application form, CV and covering letter: Friday 6 April 2018, 5pm.**

For further details please contact: Anja Rutten, Head of Training. Email [anja.rutten@spti.net](mailto:anja.rutten@spti.net)

Or visit: <http://spti.net/institute/vacancies.shtml>