



## **MPCA Programme Leader**

We are now looking to recruit a Programme Leader for the MSc Person-Centred Programme and inviting applications to commence in in the next academic year 2025-26. Creative possibilities for job share would also be considered

### **About us:**

This is an exciting time to join Sherwood Psychotherapy Training Institute as both Programme Leader and a key member of the Senior Leadership Team. We have recently moved into new premises and are very excited about our current and future developments including expanded premises, new MSc course provision, and the development of our CPD provision.

We have been operating as a psychotherapy training institute since 1987 and pride ourselves in supporting students to achieve their goals in learning and developing through counselling and psychotherapy training. The Institute has over 35 years' experience providing professional training in Psychotherapy and Counselling across a range of levels including Introductory, BSc and MSc programmes. Our degree courses are validated by University of Staffordshire and accredited by BACP (BSc programme), UKCP (MSc Integrative and Person-Centred programmes) and UKATA (MSc Transactional Analysis Psychotherapy).

Our organisation is a forever developing community to which we gladly welcome enthusiastic and committed therapists and trainers to join us. Shared values and a sense of community lie at the heart of the organisation and encourage personal growth, development, and engagement.

### **About the post:**

The successful applicant will be part of the Senior Leadership Team deciding and implementing future strategy at SPTI and working to ensure that the Person-Centred programme is responsive, contemporary and forward looking. Working with the Senior Leadership Team and the experienced team of facilitators, who are all passionate about the delivery of Person-Centred Training, they will be leading the process of maintaining, reviewing and updating the MSc Person Centred Programme to ensure it is contemporary, forward looking and has a voice in this field.

### **About you:**

If you are a person-centred experienced trainer, psychotherapist/counsellor and supervisor and:

- Are passionate about the provision of high-quality psychotherapy and training.
- Embody person-centred values and practices both clinically, academically and relationally.
- Want to be leading and involved in the training of the next generation of psychotherapists.
- Have the confidence, skills, vision and relational ability to work with and support an already enthusiastic, skilled and experienced team of facilitators.

### **We would love to hear from you!**

**Post:** Programme Leader MSc Person-Centred Psychotherapy.

**Location:** Based in 2 Castle Quay, Castle Boulevard, Nottingham

**Hours:** 28hrs (specific days apply including weekends)

**Salary:** £48,000 - £58,000 Pro rata based upon experience and qualifications

**Liases with:** Director of Training and Senior Leadership Team

**Closing date for applications is 24th March 2025**



### **Essential Criteria for the post:**

- To have been accredited as psychotherapist within the UKCP for a minimum of 4 years.
- To have completed a post qualification supervision training to a minimum of diploma level and be engaged in providing supervision.
- To have significant experience in training delivery.
- To have a minimum of 4 years post qualification clinical experience.
- To be qualified to MSc level in Person-Centred Psychotherapy.
- Not to be subject to any unresolved ethical complaints.
- Not to have been found guilty of serious professional misconduct or ethical misconduct.

### **Job Description**

#### **Duties and Responsibilities:**

Overall Purpose: The Programme Leader will be an ambassador for the training and practice of person-centred psychotherapy. They will manage and support their team of facilitators and liaise collaboratively with all staff within SPTI, our external bodies, agencies, and fellow professionals to ensure the smooth and successful functioning of the Programme. The post is on a part time basis and offers the opportunity to work flexibly and with a high degree of autonomy whilst being part of a diverse management team. The duties will include the following and may also include functions and tasks not listed below

#### **Schedule of duties:**

1. Having overall responsibility for the management of the programme, its staff and students. Working flexibly within core office time, regularly meeting with students, facilitators and administrative staff as agreed by the Director of Training.
2. Delivering an agreed amount of the training for cohorts of students enrolled on the Programme,
3. Ensuring that all requests and demands made of SPTI and relevant to the Programme by the validating partners are fulfilled to a satisfactory standard and on a satisfactory timescale, conforming to all SPTI and validating partners' quality standards and practices. This will include report writing as required and representing the programme on quality committees and reviews.
4. Having responsibility for supporting and managing the team of facilitators involved in the delivery of the Programme. This will include running facilitator meetings, a minimum of one per term and recruiting future facilitators into the programme. This will also include liaison with facilitators regarding the pastoral, academic and tutorial support to students.
5. Oversight and implementation of curriculum development to ensure the high standard of the Programme is maintained, and that current and new developments within the psychotherapy profession are reflected in the content and delivery of the Programme. This shall include making the relevant changes to the student handbook and to other documentation where appropriate.
6. Having key responsibility for recruiting future students, welcoming them into the programme and ensuring appropriate admissions standards are adhered to.
7. Attending conferences and other events necessary for the successful functioning, maintenance and development of mutually beneficial relationships with peers within the profession and of the Programme.
8. Marking an agreed number of assignments per cohort and being responsible for allocating the marking of work to facilitators and for ensuring this marking is of an appropriate standard.
9. Attending meetings including Senior Leadership Team meetings, staff development days, combined programme committees and team meetings with facilitators



10. Working with the Business Manager to oversee programme timetables and to be available for emergency cover of training sessions as agreed on the programme timetable.
11. In liaison with the Director of Training and the Placement Co-ordinator, to monitor placements undertaken by students on the Programme to ensure adherence to appropriate ethical and professional standards, and that appropriate learning for the student is being offered and received.
12. Whilst attending the twice-yearly Combined Programme Committee they will work to ensure the active involvement of each student group, seeking, delivering and responding to feedback.
13. Liaison with the External Examiner and work with the admin team to prepare assessment results for the University Assessment Boards.
14. Ensuring the Programme, its facilitators and supervisors are updated with all relevant validating and accrediting bodies' practices and procedures.
15. The Programme Leader shall carry out the Services in compliance with the highest standards of relevant established professional academic practice and in accordance with the codes of ethics of the UKCP/BACP and of The Sherwood Psychotherapy Training Institute.

The Programme Leader is expected to remain in practice. They will be responsible for their own clinical supervision to meet the requirements of UKCP and SPTI and will become a graduate member of SPTI.

## **Knowledge and Experience**

### **Essential**

- Hold an MSc (or higher award) in Person-Centred Psychotherapy.
- To hold and demonstrate person centred values, relationally, clinically and when working with students.
- Be registered as a psychotherapist with UKCP for at least four years, and in on-going practice.
- Evidenced experience of working with a wide variety of client groups and with a range of clinical severity and distress.
- Qualified as a supervisor and accredited with UKCP and with significant experience of supervising practitioners.
- Significant experience of delivering Person-Centred training, drawing on developmental and relational theories.
- Experience of curriculum development, report writing, marking and development of teaching materials.
- Knowledge of UKCP requirements with regard to Psychotherapy provision.

### **Desirable**

- Involvement in professional bodies.
- Experience of Psychotherapy programme management and development.
- Knowledge of legislation and national policy in relation to the profession
- Knowledge of University requirements regarding Counselling and Psychotherapy provision.



## The Sherwood Psychotherapy Training Institute

- Experience of working in collaboration with universities and/or accrediting organisations.
- Research active, evidenced by publications and conference presentations.

### **Skills**

#### **Essential**

- Highly developed interpersonal and communication skills (including verbal, written and presentation skills).
- Ability to manage change, lead innovations and meet challenges successfully.
- Proven team working skills; the ability to both lead teams and be a team member.
- Ability to work well and remain calm under pressure.
- Good organisational and administrative skills.
- Ability to work independently.
- Ability to manage change and conflict.
- Be IT literate.
- Ability to promote the MSc programme to prospective students.

### **Other requirements**

#### **Essential**

- Strong evidence of commitment to personal development, skills improvement and knowledge enhancement
- To be creative, innovative and future looking with awareness and understanding of contemporary issues in psychotherapy and training
- Capacity to deal with emotional and ethical conflicts.
- Energy, tenacity, resilience and determination.
- A willingness to contribute to the wider life of the institute.

For more detailed information or to arrange an informal discussion with Julie Dearden (Director of Training) please contact [pa@spti.net](mailto:pa@spti.net)