



The Sherwood Psychotherapy Training Institute

MINT Programme Leader Job Description

This is an exciting time to join Sherwood Psychotherapy Training Institute. We have recently moved into new premises and feel very excited about our future developments which include new course provision commencing September 2024 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 Staffordshire University and accredited by BACP (BSc programme) and UKCP (MSc programme). Our new MSc in Relational Transactional Analysis Psychotherapy will be accredited by UKATA.

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

If you are integrative-trained experienced trainer, psychotherapist/counsellor and supervisor and are:

- Passionate about the provision of high-quality psychotherapy
- Want to be leading and involved in the training of the next generation of psychotherapists
- Excited about working with and leading an experienced team of facilitators

We would love to hear from you!

We are now looking to recruit Programme Leader(s) for the MSc Integrative Programme and inviting applications to commence in in the next academic year 2024-25.

Post: Programme Leader MSc Integrative.

Location: 2 Castle Quay, Castle Boulevard, Nottingham

Hours: 28hrs (specific days apply including weekends)

Salary: £36,000 - £46,000 Pro rata based upon experience and qualifications

Liaises with: Director of Training and senior leadership team

Closing date for applications is 8th July 2024.

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 engaged in providing supervision.
- To have experience in delivering training.
- To have a minimum of 4 years post qualification training/supervisory/clinical experience.
- To be qualified to MSc level in Integrative Psychotherapy or can evidence your integration since completion of your MSC award
- Not to be subject to any unresolved ethical complaints.
- Not to have been found guilty of serious professional misconduct or ethical misconduct



The Sherwood Psychotherapy Training Institute
MINT Programme Leader Job Description

Duties and Responsibilities:

Overall Purpose: The Programme Leader will be an ambassador for the practice of Integrative psychotherapy ensuring that the programme delivery models the ethos of integration. They will 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. The Programme Leader will have overall responsibility for the management of the programme.
2. The Programme Leader will work flexibly with core office time, regularly meeting with students, facilitators, administrative staff as required by the Director of Training.
3. The Programme Leader will run, as facilitator, an agreed amount of the training for each cohort of students enrolled on the Programme,
4. The Programme Leader will ensure 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. The Programme Leader will ensure the Programme conforms to all SPTI and validating partners' quality standards and practices.
5. The Programme Leader will be responsible for supporting and managing the team of facilitators involved in the delivery of the Programme, to ensure consistency across the different cohorts. This will include running facilitator meetings, a minimum of one per term and ensuring that marking criteria are adhered to by any facilitator marking assessed work. This will also include liaison with facilitators regarding the pastoral, academic and tutorial support to students.
6. The Programme Leader will oversee and implement curriculum development to ensure the high standard of the Programme is maintained, and that 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.
7. The Programme Leader will attend conferences and other events necessary for the successful functioning and the maintenance and development of mutually beneficial relationships with peers within the profession and of the Programme.
8. The Programme Leader will mark an agreed number of assignments per cohort and be responsible for allocating the marking of work to facilitators who will act as first or second markers of the work and for ensuring this marking is of an appropriate standard.
9. The Programme Leader will attend Programme Leader meetings with the Director of Training on a monthly basis.
10. The Programme Leader will attend a minimum of 3 staff days held during the academic year.
11. The Programme Leader will produce programme timetables and will be available for emergency cover of training sessions as agreed on the programme timetable.
12. The Programme Leader will ensure appropriate admissions standards are applied for new entrants to the programme, and that academic regulations are adhered to.
13. The Programme Leader will, in liaison with the Director of Training and the Placement Co-ordinator, 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



The Sherwood Psychotherapy Training Institute
MINT Programme Leader Job Description

14. The Programme Leader will prepare reports relating to the programme as required by the validating and accrediting bodies and Sherwood Psychotherapy Training Institute.
15. The Programme Leader will attend the twice-yearly Combined Programme Committee and work to ensure the active involvement of each group with the CPC via a system of student representation at the meetings.
16. The Programme Leader will be responsible for proposing External Examiners, liaise as necessary with the External Examiner and prepare assessment results for the University Assessment Boards.
17. The Programme Leader will represent the Programme on University Quality Committees where necessary.
18. The Programme Leader will ensure that the Programme, its facilitators and supervisors are updated with all relevant validating and accrediting bodies' practices and procedures.
19. The Programme Leader will revise the Programme structure and content as necessary or required by the relevant validating and accrediting bodies.
20. 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. The Programme Leader is responsible for their own clinical supervision to meet the requirements of UKCP and SPTI. They will become a graduate member of SPTI.

Knowledge and Experience

Essential

- Hold an MSc (or higher award) Integrative Psychotherapy or evidence significant integration since completing core training.
- Registered as a psychotherapist with UKCP for at least five 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, and of supervision of practitioners
- Qualified as a supervisor and accredited with UKCP.
- Significant experience of delivering integrative training drawing developmental and relational theories.
- Experience of curriculum development, report writing, marking and development of teaching materials.
- Knowledge of UKCP requirements with regard to Counselling and Psychotherapy provision.
- Knowledge of legislation and national policy in relation to the profession Desirable

Desirable

- Involvement in professional bodies.
- Experience of Psychotherapy programme management and development.



The Sherwood Psychotherapy Training Institute

MINT Programme Leader Job Description

- Knowledge of University requirements regarding Counselling and Psychotherapy provision.
- 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 conflict.
- IT literate, word files, email etc.
- Ability to promote the MSc programme to prospective students.

Other requirements

Essential

- Strong evidence of commitment to personal development. skills improvement and knowledge enhancement.
- 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 see [Job Description](#) or arrange an informal discussion with Julie Dearden (Director of Training) – to do so please contact pa@spti.net