



PsychosynthesisTrust

Job Description

Post/Job Title: Academic and Partnerships Manager

Location: Psychosynthesis Trust

Department: Programmes

Salary: £28,000 - £31,000 full time salary

Hours: Preferably full time (part time 4 days considered for the right candidate)

Accountable to: Programmes Director

Overview

Working closely with the Programmes Director and Programmes Coordinator, the Academic and Partnerships Manager manages the student learning journey, from admission through to qualification, in support of high quality education and student experience across all programmes.

Bringing your organisational efficiency, you'll have a passion for developing systems and rigour of processes, effective quality assurance and enhancement, widening participation and equality, learning and reflective enquiry. You will enjoy delivering and developing partnerships internally and externally.

You will have a strongly relational approach to working skilfully with a range of stakeholders and teams within the organisation and with external partners, which include accrediting organisations and developing relationships with quality standards (e.g. QAA) and university partners. You will support and deliver induction trainings to students, plan the assessment and qualification journey, liaise with students, markers, trainers, external moderators and examiners, whilst creating an environment for students to achieve.

You will be a great project manager and love being organised, planning and implementing. You will have a capacity to empathise, be relational and understand the learning process that students undergo on psychotherapeutic training programmes. An interest in counselling and psychotherapy, in particular Psychosynthesis or Transpersonal modalities is desirable.

At the Trust we value an approach that considers the whole, both in terms of individuals and society, but also from an organisational perspective. We orientate to working with the qualities of love and will, bringing the principles of curiosity, enquiry and responsibility to our work with each other and our students.

Job Purpose

Managing the learning journey through enrolment, learning, assessment and award.

Main Responsibilities

1) Assessment, Progression and Award

- a) Plan, monitor and manage the student assessment journey and assessment process for written, non-written and clinical work, working with the Programmes Administrator to ensure deadlines are met
- b) Manage the assessment team and their allocation of work
- c) Act as an assessor and moderator as needed
- d) Be responsible for awards, deferrals, intermissions, student progression

2) Quality of Marking standards

- a) With the Programmes Director, implement recommendations from the curriculum review, ensuring high quality assessment standards are achieved
- b) Manage the Internal Assessment meetings and Assessment Panel meetings
- c) Oversee submission and marking quality and timelines
- d) Manage the day to day relationships with academic partner organisations and university panels
- e) Ensure the External Examiner (EE) and Moderator (EM) relationship is prioritised ensuring EE/EM actions/advice are recorded and fully implemented as appropriate
- f) Manage marking policies and procedures, in particular, provision of guidance to markers, adherence to QA Standards and governing/regulatory bodies

3) Students and Student Body

- a) Support students in their learning journey and psychotherapeutic development, providing appropriate assistance during their training
- b) Manage student queries and learning challenges
- c) Build good relationship with students, providing support and challenge as appropriate, and dealing with difficulties, complaints and concerns as they arise
- d) Provide support and advice to students on policy, procedure and process of assessment, progression and award
- e) Manage the Student Representative relationship and meetings
- f) Feed into the strategic development of the student body
- g) Oversee updating and publishing of student facing documentation including handbooks, practice guide, policy documents, application forms, terms and conditions, ensuring currency is maintained

4) Programmes Team

- a) Support the Study Tutors in their pastoral, academic and assessment role
- b) Support the Training Supervisors in their assessment role
- c) Work closely with Study Tutors and Supervisors and to provide guidance regarding policies, procedures, and quality assurance standards
- d) Plan and develop the Assessment Team
- e) Feed into the strategic development of the Programmes Team

5) Training and Standards

- a) Liaise with Operations Team to ensure training hosting needs are met
- b) Provide Trainer/Supervisor cover where appropriate
- c) Be responsible for maintaining and upholding a high standard of professional training and practice within the Trust's counselling and psychotherapy programmes

6) Professional Accreditation and Standards

- a) Contribute to annual monitoring/quality assurance process with professional bodies and academic partners
- b) Monitor and evaluate the performance and standards of training delivery through collation of student feedback and assessment.
- c) Create a collaborative link with University / Academic partners

7) Admissions

- a) Oversee the admissions and assessment of new and prospective students, specifically assessing applications for Essentials, Foundation, PGDip and Advanced Training
- b) Manage the interview process for each year group
- c) Provide enrolment/deferment data to Finance Manager and students for billing purposes at each intake

Competency/Performance Driver	Technical/Professional Expertise
<p>Organisational Skills Highly organised; ability to prioritise</p> <p>Accuracy, efficiency and high attention to detail</p> <p>Ability to work within and maintain well-defined professional boundaries</p> <p>Ability to present written information clearly and logically</p> <p>Project Management Skills</p> <p>Good problem solving and critical thinking skills</p> <p>Relational & Interpersonal Skills Excellent relational, communication, conflict resolution and mediation skills</p> <p>Ability to communicate across a wide range of stakeholders including trustees, students, trainers, professional bodies and academic institutions</p> <p>A commitment to self-enquiry, with a high</p>	<p>Essential: Understanding of Higher Education, qualifications and assessment, or desire to develop this knowledge</p> <p>Project management experience</p> <p>Experience of working and thinking systemically in an organisation</p> <p>Education to minimum postgraduate level</p> <p>Minimum of 150 hours of personal therapy with a BACP or UKCP registered therapist</p> <p>Desirable: Experience of working with assessment in an educational setting</p> <p>Experience of managing freelance staff</p> <p>Psychosynthesis Counselling or Psychotherapy qualification (or with a qualification from a transpersonal/humanistic modality)</p> <p>Minimum 3 years post qualification clinical experience</p>

<p>degree of psychological awareness and ability to reflect on personal and inter-personal process</p> <p>A mature capacity to reflect on the psychospiritual development of individual students and groups</p> <p>Able to challenge and support stakeholders in service of their learning, development and insight.</p> <p>A developed capacity to recognise and own the nature of personal projections</p> <p>Capable of being centred and balanced under a range of internal and external conditions</p> <p>Proactive and assertive</p> <p>Values & Drivers</p> <p>An awareness of, and sensitivity to issues of power, diversity and cultural difference</p> <p>Embrace values of: Love, Will, Inquiry, Responsibility, Wholeness</p> <p>Willing to adapt to and work with change</p> <p>Understanding of Psychosynthesis theory and practice</p> <p>A spirit of openness, curiosity and inquiry</p>	<p>Experience of working with groups and group process</p> <p>Experience of designing and delivering training Supervision qualification</p> <p>Member of BACP or UKCP</p>
---	---

How to apply:

More information about this role can be found on the Trust's website.

Please explain in no more than 2 pages why you'd like to work for The Trust and what contribution you'd like to make through this role. We are also interested in hearing about your life story and how this aligns to your purpose, strengths and interests. Please send this, along with your CV to

Neil Barnes, Programmes Coordinator at nbarnes@ptrust.org.uk

Closing Date is March 27th at 5pm
Interviews will be held on 4th April