

# Job Description



**Post:** Senior Trainer

**Grade:** £34,000 - £38,000

**Hours:** 35 hours per week/permanent

**Reporting to:** Head of Training

The Spark delivers a variety of counselling qualifications, which include SQA, BACP and COSCA approved courses. In addition, The Spark is a national provider of counselling for couples, individuals, young people, children, and families as well as a school counselling provider.

## Job Purpose

With a track record as either a teaching professional or counselling trainer, the successful candidate will be responsible for the scheduling and delivery of The Spark's modular training packages and SQA/BACP validated awards.

## Duties and Key Responsibilities

- Work collaboratively with the Head of Training to deliver training packages to meet the needs of staff, students and The Spark's services to improve knowledge, skills and confidence in the field of counselling and mental health provision. This includes evening and weekend work.
- In collaboration with Head of Training and course trainers, contribute to the design and development of The Spark's training programmes.
- Oversee planning and delivery of training courses, ensuring programme planning and delivery are robust and in line with SQA/BACP and COSCA processes and standards as required.
- Assist in the coordination of the training team as appropriate and as directed by the Head of Training.
- Oversee the candidate selection process for each relevant programme, including conducting interviews, verifying qualifications and assessing candidate suitability.
- In collaboration with the training coordinator, respond professionally to student queries and provide guidance or resolution as required.
- Assess student evidence against required standards of training course specifications
- Provide remediation and re-assessment where necessary and record assessment decisions made and provide feedback to students on submitted evidence.
- Collaborate with Student Support Adviser to observe and assess students on-going development and academic support needs, keeping records of student progress, providing feedback, and offering advice where appropriate and in line with The Spark's Equal Opportunities Policy.
- Participate in any complaint or appeal process.
- Prepare for and attend any SQA approval or External Verification activity as directed by the Quality, Performance and SQA Coordinator.
- Collaborate with Quality, Performance and SQA coordinator in all related SQA-related matters, maintaining course accreditation, and supporting quality assurance in all SQA Internal and External Verification activities.
- Be aware of all relevant Training Policy and Procedure in relation to qualification delivery

Maintain a flexibility of job function in response to the evolving demands of the organisation and undertake other duties as may be required

## Person Specification

	ESSENTIAL	DESIRABLE
Education/Training	<ul style="list-style-type: none"> <li>• Educated to Post Graduate level or equivalent in Counselling/Psychotherapy</li> <li>• COSCA/BACP Accredited Trainer (Diploma Level) or working towards</li> </ul>	<ul style="list-style-type: none"> <li>• SMHFA Trainer Qualification</li> <li>• Diploma or Certificate in Supervision</li> <li>• Qualified and practicing relationship/couple's counsellor</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience of coordinating a team</li> <li>• Demonstratable training experience, which will include working with counselling trainees in reflective and personal development groups</li> <li>• Experience of delivering SQA training programmes which are jointly validated by professional counselling body (or equivalent)</li> <li>• Post qualified Counselling experience</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of delivering SCQF Level 11 Counselling qualifications</li> <li>• Experience of the higher education/further education environment</li> <li>• Experience of SQA Qualification Verification</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Knowledge and practical understanding of BACP Ethical Framework for the Counselling Professions (2018) and COSCA's Code of Ethics.</li> <li>• Strong knowledge and understanding of a range of counselling theories and integrative practice</li> <li>• Knowledge of and experience in using diverse learning approaches to meet learner needs</li> <li>• Competent using a variety of IT packages (Word, Outlook, PowerPoint, Excel)</li> </ul>	
Skills and Abilities	<ul style="list-style-type: none"> <li>• Ability to confidently lead training days</li> <li>• Ability to think creatively and strategically</li> <li>• Experience in assessing students' work in line with SQA requirements</li> <li>• Ability to create effective working relationships</li> <li>• A commitment to own personal development as a counselling practitioner in line with own professional bodies requirements and development as a training provider</li> </ul>	
Personal Qualities	<ul style="list-style-type: none"> <li>• Strong communication skills, both written and verbal</li> <li>• Flexible attitude to working hours</li> <li>• Patient with the ability to remain calm in stressful situations</li> <li>• A positive outlook with an ability to inspire confidence, provide vision and motivate people</li> </ul>	