

Job Description



Post: Placement Co-ordinator
Grade: £23,000 - £25,000 pro rata per annum
Hours: 21 hours per week/permanent
Reporting to: Training Manager

Purpose of the Job

The Placement Co-ordinator is responsible for the effective coordination and monitoring of counselling trainee placements within The Spark's training programmes. The role ensures that placement opportunities are ethically sound, meet validation requirements, and provide safe, supportive, and high-quality learning environments for trainees. This post will act as a key point of contact between The Spark, placement organisations, and counselling trainees, fostering strong professional relationships to support the successful completion of placement requirements.

Duties and Key Responsibilities

- Liaise with counselling organisations to maintain effective working partnerships.
- Create and develop networking opportunities to expand the number and range of placement positions for The Spark's counselling trainees.
- Ensure placement organisations meet course validation requirements to support trainees in clinical practice.
- Communicate placement responsibilities clearly and effectively to all trainees in relation to course and clinical practice requirements.
- Maintain accurate records of validated placement organisations, including criteria for trainee entry, number of opportunities available, and service expectations.
- Provide trainees with up-to-date information about placement organisations, including relevant policies, procedures, and role expectations.
- Monitor placement documentation, including clinical hours logbooks, supervisor/mentor reports, and other required submissions, ensuring trainees meet deadlines.
- Support compliance with ethical frameworks and quality assurance requirements as set by COSCA, BACP, and course validation criteria.

Person Specification

	Essential	Desirable
Education & Training	• Educated to Higher level (or extensive equivalent experience)	• COSCA Counselling Skills Certificate
Experience	• Experience of working within counselling, education and/or training environments • Extensive experience in an administrative role • Demonstratable experience of networking and developing and maintaining strong working relationships with internal & external partners	• Familiarity of COSCA/BACP placement requirements • Experience of coordinating placement/work experience services and offering advice and support to students
Knowledge	• Knowledge of data protection and confidentiality principles	• Knowledge of SQA national standards in Further Education • Knowledge and understanding of 3rd sector • Working knowledge of COSCA and BACP requirements for trainees undertaking clinical placement and diploma level study
Skills & Abilities	• Fully conversant with IT packages including Access, Excel, Word and bespoke packages • Excellent listening skills with clear verbal and written communication • Effective decision making and negotiating skills	• Working understanding of Moodle (Virtual Learning Environment; including course creation, maintenance and editing.
Personal Qualities	• Expresses warmth, empathy and understanding to a broad range of students experiencing difficult and/or distressing circumstances • Non-judgemental and adheres to principles of confidentiality and data protection • Flexible, adaptable and responds positively to change • Self-motivated, takes personal accountability and demonstrates initiative.	