



JOB TITLE: COUNSELLING TUTOR

HOURS: Full or Part Time Considered

LOCATION: Initially working remotely. Future training delivery will be a blend of online and in person which will predominantly be in the South Wales region.

PURPOSE OF POST:

The main responsibilities of this post are to design, develop, deliver, prepare, assess and evaluate counselling qualifications on behalf of New Pathways. This includes delivery for volunteers, internal staff and external clients. This post supports the training team to income generate to support the core business of the charity and to train and offer CPD to our staff and volunteers.

GENERAL:

- a. The post holder will embody New Pathways' ethos and values and will model appropriate behaviours, at all times, and in all areas of responsibility.
- b. Commit to a continuous improvement culture and be prepared to undertake other duties and responsibilities relevant to the nature, level and extent of the post.
- c. Ensure CPD by attending relevant training and workshops.

MAIN RESPONSIBILITIES, TASKS AND DUTIES:

- To design and deliver counselling courses
- To teach and assess qualifications offered by New Pathways
- To assess and verify accredited courses
- To attend local, regional and national meetings on behalf of New Pathways as required
- To develop and expand New Pathways range of training courses and qualifications
- To deliver and participate in promotional talks and events to promote New Pathways training and service provision
- To contribute to the quality assurance New Pathways training
- To contribute to tenders and grant applications relating to training contracts
- To liaise with staff, volunteers and service users to develop teaching materials
- To carry out any other duties as may be required by New Pathways



PERSON SPECIFICATION

COUNSELLIN TUTOR

Essential	Desirable	Specification	Assessed on application form	Assessed at interview
		Qualifications		
✓		Be educated to at least Degree Level	✓	
✓		Hold a recognised teaching or training qualification	✓	
	✓	Assessor and verifier qualifications	✓	
✓		Counselling or Psychotherapy qualification	✓	
		Experience		
✓		Experience of teaching or delivering training programmes		✓
	✓	Experience of teaching counselling qualifications.	✓	✓
	✓	Experience of assessment of qualifications	✓	
✓		Proven record of designing high quality training programmes / courses		✓
✓		Experience of working as a counsellor or psychotherapist	✓	

Knowledge and Skills				
✓		Excellent interpersonal and communication skills	✓	✓
✓		Proficient in I.T. systems e.g. PowerPoint, Excel etc	✓	✓
✓		Have a good knowledge of counselling theory and practice	✓	
✓		Ability to design and deliver training courses	✓	✓
	✓	Experience of delivering courses online	✓	✓
✓		Ability to assess qualifications	✓	
Qualities				
✓		Resilient with the ability to thrive whilst managing multiple commitments	✓	✓
✓		Enthusiastic, positive approach and outlook	✓	✓
✓		Organised and efficient	✓	✓
✓		Flexible approach and adaptable to change	✓	✓
✓		Understanding of, and commitment to, equality issues and anti-discriminatory practice	✓	✓
✓		Self- motivated and able to work independently	✓	✓
✓		Ability to develop and sustain relationships with people in a variety of roles	✓	✓