



Deputy Director of Studies  
Candidate Application Pack  
September 2021



## Introduction from our Chief Executive

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Thank you for your interest in joining our team.

This is an exciting time to join WPF Therapy as we look ahead to finding new ways to best meet the needs of our clients and trainees in a changing global context.

Founded in 1969, WPF Therapy has much to be proud of in over 50 years history, having a reputation built on delivering high quality psychotherapy that has been made accessible to thousands of clients through affordable pricing and inclusive practice. The charity has worked through and adapted to major social change and this year, as a society and as individuals, we have all faced new challenges due to the pandemic. I am incredibly proud and impressed by how our community has responded in prioritising our support to clients and trainees through remote delivery.

We are as committed as ever to making sure that good therapy is accessible to those that need our help and we are confident that our updated modes of delivery and contemporary content on our clinical qualification provide the right foundation for therapists in a changing future.

The success of WPF Therapy is directly related to the skills and engagement of our employees and our work environment. We are a community committed to lifelong learning and development which means you will have the opportunity to develop professionally and personally whilst working with us. Our services are based in the principle of being open and accessible to all so we want to ensure that we use our collective expertise in developing and delivering our services. Our work is done in the service of others to help them grow and we engage in that work with partners and the wider profession to support the development, utilisation and application of the psychodynamic model.

We are looking for skilled and resilient people to join us, who share our values and commitment to accessible therapy through multi-channel delivery. You will be open to innovation and proactive in contributing ideas and collaborating with colleagues to deliver excellent client experiences.

It is my privilege to be Chief Executive of this great charity, I hope you feel inspired to apply to join us.



**Sam Downie**

**Chief Executive**

## About WPF Therapy

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WPF Therapy provides therapy services for more than 400 clients every week and we provide training and professional courses in counselling and psychotherapy for over 1,000 people every year. Our services are delivered face to face both in our building and online.

We provide:

- high-quality, affordable counselling and psychotherapy
- a variety of therapies, individual and group, short and long term, to help people with different needs
- professional training and CPD in psychotherapy
- training in counselling skills for people who work with people

More about [Our therapy options](#).

We provide training at both a foundation level and a qualifying level. Trainees can start with our Foundation Certificate courses and progress to the Clinical Qualification in Psychodynamic Psychotherapy. For those trainees who are looking for a more intense model they can continue their development on our Psychoanalytic Psychotherapy training. We run a wide-ranging programme of specialist CPD courses for qualified counsellors and psychotherapists. These include a Post-Qualifying Certificate in Supervision and a Certificate in Clinical Assessment Skills as well as a full programme of workshops and lectures. WPF Therapy uses multi-channel delivery which means that some sessions are delivered remotely.

More about [our courses](#)

## Our Clinics

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Our clinics all work within the psychodynamic mode of therapy providing initial consultation, time-limited therapy and group therapy services. We also have a training clinic delivering long term psychodynamic psychotherapy provided by therapists in training on our clinical qualification courses.

We provide clinics from 8am-9pm Monday to Friday and 8am-4pm on Saturdays.

We see in excess of 400 clients per week across the service. Our clinics are currently being delivered on-line due to the Covid restrictions, and we plan to bring some services back into the building as soon as it is safe to do so.

## Our Vision

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A safe space that empowers individuals to manage their own lives and flourish

### Our Mission:

As a charity, our mission is to advance mental health and wellbeing for the benefit of society and everyone.

We do this in four ways:

- by providing affordable **therapeutic services** to promote mental and emotional well-being
- by providing **training and educational opportunities** for therapists, and those involved in the caring professions, in order to ensure a skilled workforce is available to deliver effective treatments
- by supporting, promoting and engaging in **research** into mental health and its treatment
- by raising **awareness** of mental health issues and treatments

### Our Values:

- Community
- Learning
- Openness
- Expertise
- Professionalism
- Compassion

## Our Structure

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WPF's Executive Teams consists of:

- Sam Downie, Chief Executive
- Yetunde Aroloye, Director of Resources
- Fran Bristow, Director of Clinical Services
- Lynsey Hotchkies, Director of Studies
- Sheila Jones, Interim Director of Clinical Practice
- Julia Mullan, Head of HR

Each Director is responsible to the Board of Trustees and the relevant sub committees for the services they head up. The Executive Team, through the Chief Executive, is responsible to the Board of Trustees for major strategy and policy development. The Executive Team also co-ordinates corporate management policies and activities across WPF's range of services.

We are currently a team of about 80 people, many staff work part time.

Post lockdown we expect most roles will be undertaken as a combination of office and remote working.

## Our Governance

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The Board of Trustees plays a very important role in making sure that as a charity, WPF is run in the interests of the people it is there to support. They strategically oversee the management and administration of the organisation and that its work and goals are in line with its vision.

Trustees are not involved in the day-to-day running of WPF. The Board has delegated authority to the Chief Executive and Executive Team to manage operations. Instead, they play the role of a 'critical friend' to the Chief Executive by giving support and by challenging – in a supportive way – to help them manage effectively.

The Trustee Boards meet between four to eight times a year. Trustees also sit on a number of sub-committees that focus on particular areas of work or projects.

[Current WPF Trustees](#)

## Clinical Qualification in Psychodynamic Psychotherapy

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WPF offers a professional psychodynamic psychotherapy qualification in once weekly psychotherapy which successful graduates will be able to offer both face to face online and in person. Training leads to registration with BPC and UKCP and the course is also BACP accredited

In line with WPF Therapy's commitment to making psychotherapy accessible and the changing world context which has raised the profile and demand for online therapy we have recently reviewed the content of this programme with a view to providing a training in psychodynamic psychotherapy that will enable graduates to work professionally with flexibility around mode of delivery of therapy.

This is a four-year course which combines theoretical seminars and clinical experience. Theoretical seminars are delivered online during year one and in building as the training progresses. Clinical work is both online and in person. Trainees are expected to provide both. All trainees are provided with a clinical placement within WPF Therapy clinical services. Clinical supervision of this work takes place across 44 weeks a year and is currently online. WPF Therapy uses multi-channel delivery and some sessions will be delivered remotely.

For the year one intake of 2020-2021 supervision, experiential groups and seminars will be online delivery for the full academic year. Other years will be in building as far as possible. This will be reviewed as the situation with Covid-19 develops in line with government advice and we anticipate that some parts of the course will include in person attendance at London Bridge.

[Click here](#) for detailed information about this programme

## How we value our people

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- We are committed to supporting our staff through a variety of methods including coaching, mentoring, e-learning, shadowing and individual courses. Each staff member has an annual appraisal and agrees a learning and development plan that is reviewed annually.
- We are committed to supporting our staff to achieve a good work-life balance and offer flexible working options wherever we reasonably can.
- 30 days holiday plus bank holidays, pro rata for part time staff. Teaching staff are expected to take holiday outside of term time.
- Membership of a contributory pension scheme with Aviva, employee contribution is 5%, WPF contribution is 5%, contributions can be made via salary sacrifice.
- WPF has an employee assistance programme provided by Health Assured. It offers free confidential, independent help, information and guidance to all employees and their immediate family 24 hours a day. It also allows for face-to-face counselling sessions, offered near the employee's home or place of work.
- Season ticket loan after successful probationary period.
- Company sick pay after three months' employment.
- Family Friendly Policies which include flexible working, maternity, paternity, adoption and shared parental leave.

## The Vacancy

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### Deputy Director of Studies

Salary: £50,000 to £55,000 per annum (pro rata)

Hours: 28 hours per week (4 days per week)

Work Pattern: Combination of office and home working

Location: Our London Bridge office, 23 Magdalen Street, London SE1 2EN

## The Role

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### How to apply

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To apply please submit:

- A comprehensive CV
- A detailed supporting statement that fully addresses the essential criteria as set out in the Person Specification.
- Details of two referees whom we would be able to contact at shortlist stage.

The Job Description and Person Specification can be found at the end of this pack.

As part of the online application process, you will be asked to complete an equal opportunities monitoring **form**. The information on this page will be treated as confidential and used for statistical purposes only. This information will not be treated as part of your application.

## Interviews

The closing date for applications is **Friday 1<sup>st</sup> October 2021**

Interview dates: - **Wednesday 13<sup>th</sup> or Thursday 14<sup>th</sup> October 2021**

As part of the interview process and prior to your interview with the panel, you will be required to undertake an online Behavioural Assessment. We would also like you to deliver a 10-minute power point presentation on a subject of our choice.

Applications should be sent to [humanresources@wpf.org.uk](mailto:humanresources@wpf.org.uk)

If you have any queries in relation to the application process, or you experience difficulties uploading your application, please do not hesitate to contact [humanresources@wpf.org.uk](mailto:humanresources@wpf.org.uk)

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## DBS

This role is subject to a standard Disclosure & Barring Service (DBS) check by the Disclosure & Barring Service and offers of employment are subject to satisfactory receipt of this and references.

*We ask that you submit your CV and supporting information as soon as possible as we reserve the right to close vacancies at any time, when we have received sufficient applications.*

*Unfortunately, we are unable to give feedback to applicants who are not shortlisted; however, we will, if required, provide feedback to those who have attended an interview.*

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## Job Description

### Job Purpose:

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The Deputy Director of Studies will work closely with the Director of Studies to support all aspects of training and contribute to the wider leadership of WPF Therapy to ensure that corporate and strategic aims are met.

This leadership is exercised through joint accountability for the management and performance of the training programmes. They will coordinate the activities of those undertaking the roles of Programme Managers, Seminar Leaders, Tutors and Group Conductors, ensuring high performance and positive outcomes. They will be required to deputise for the Director of Studies when necessary.

**Reports to:** Director of Studies

## Main Accountabilities:

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### Operational Management and Performance

#### Trainee Management

- Joint responsibility for the day-to-day operational management and administration of the programme including contribution to budget setting and management as required.
- Working with the Chair of the Assessment Process to ensure trainee progression. This includes chairing meetings as required, attending assessment committees, and ensuring a smooth assessment process.
- To ensure the delivery of high-quality training and that training is in line with the requirements of the professional bodies (BPC, UKCP, and BACP).
- Working with Finance and Administration colleagues, ensuring that trainees meet their fee obligations.

#### Programme Management

- Ensure that all key roles are fully staffed.
- To work with the Training Administration Team to ensure that timetabling, reading lists, course outlines etc are up to date and distributed in a timely manner.
- To ensure feedback is received from staff and trainees on module delivery and is implemented regularly.
- To meet with trainees in Review Meetings for feedback.

#### Assessment Process

- To assist the Chair of the Assessment Process and chair meetings as necessary.

#### Other Responsibilities

- To provide a photograph and brief biography for the website and other promotional materials.
- To work in accordance with WPF Therapy policy, including the Equalities, Diversity and Inclusion Policy.
- To consult, as appropriate, with the designated Health & Safety Manager in case of incidents and emergencies.
- Familiarity with (or willingness to learn) how to work within a Virtual Learning Environment.
- Knowledge of anti-discriminatory practice including legislation and protected characteristics.

- To participate in professional activities that enable or enhance fulfilling the role including attending WPF Therapy training and meetings.
- Work with professional bodies and validating institutions including production of annual reports and updates, ensuring that they are current with requirements, and participating in the revalidation process.

### **Performance Management**

- To provide line management of programme staff in line with WPF Therapy policy and procedures and to ensure all procedures and HR documentation are kept up to date and effectively implemented in line with legal requirements and best practice.
- To assess the performance of programme staff and work with the Director of Clinical Practice to ensure key performance indicators in the clinical work undertaken by trainees is achieved.

*This is a description of the job as it is presently constituted. It is the practice of the WPF Therapy to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This will be conducted in consultation with you.*

## **Person specification**

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### **Qualifications**

#### **Essential**

- 1<sup>st</sup> Degree
- Psychodynamically or psychoanalytically qualified psychotherapist
- Registered with BPC or eligible for registration with BPC
- Intermediate IT skills are desirable, or a willingness to undergo the appropriate training to achieve this skill level.

#### **Desirable**

- Master's degree
- Teaching qualification.
- Training in online delivery

### **Experience and Knowledge**

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- Experience of a leadership and management role at a senior level, ideally within a psychotherapy or counselling training or service
- Experience in course/programme management in higher education or equivalent.
- Experience of chairing meetings.
- Good understanding of equality, diversity, and inclusion issues as they relate to psychotherapy and counselling training
- Experience of working online (Microsoft Teams, Zoom, Moodle).

## Skills and Personal Qualities

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### Essential

- Excellent interpersonal and communication skills, both oral and written.
- Ability to lead, motivate and support professional, managerial and administrative staff and to challenge performance and behaviour when appropriate.
- An understanding of the dynamics of organisations and of small and large groups.
- Excellent organisational skills and ability to manage a demanding administrative workload.
- Commitment to promoting and maintaining high professional standards whilst upholding the charity's vision and values.
- Good IT skills, Access databases, Office 365 including Excel Outlook and Powerpoint
- Enthusiasm for developing with the organisation to meet any changing organisational requirements.

### Abilities

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- Ability to communicate effectively in meetings, presentations, and committees and across a wide range of media
- Ability to relate sensitively to others, share in and facilitate the working of groups, contain anxiety, manage staff and delegate appropriately.
- Hold capacity for reflection and be able to contribute creatively to reflection on the aims and methods of training in counselling and psychotherapy in a changing society.
- Ability to adjust style and approach to maximise team and individual performance and foster good working relationships across diverse group
- Ability to cover staff absence on the training if required.
- Ability to engage in critical analysis and evaluation of theories and practice.
- Ability to support staff and directly address poor performance when appropriate.

### Equalities

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WPF Therapy is committed to equality of opportunity. All staff must support this and, wherever possible contribute to the development of this aim.

**September 2021**