

Academic Co-ordinator and Training Administrator

Terapia is one of the leading Child and Adolescent Psychotherapy and Counselling training organisations in the UK. We are also a registered charity providing highly specialised counselling, psychotherapy and bespoke mental health services for children, young people, parents/carers, families, and professionals working with these groups. We work with individuals, organisations, schools, and services in the statutory and non-statutory sector. Our MA courses are validated by Middlesex University and accredited by the United Kingdom Council for Psychotherapy.

- Job Scope:** The successful candidate will be responsible for co-ordinating Terapia's course schedules, content, student assessments and records
- Location:** Terapia Centre – North West London (The Bothy, N3 3QE)
Please note that this position is office based
- Salary:** £40,000
- Contract:** Permanent
- Hours:** Full Time – 37½ hours per week
- Reporting to:** Director of Training
- Entitlements:** Professional training associated to the role, statutory annual leave, sickness pay and pension scheme

Skills and Knowledge Required:

	Essential	Desirable
1. Proven experience of work in co-ordinating training courses in an academic setting	✓	
2. Proven experience in academic planning	✓	
3. Knowledge of project management systems used to timetable and co-ordinate academic courses in higher education	✓	
4. Excellent interpersonal skills with the ability to form and manage relationships with a broad range of individuals	✓	
5. Excellent computer and database skills	✓	
6. Team player with a good sense of humour	✓	
7. Ability to deal flexibly and sensitively with students' academic enquiries and issues, including liaison with other members of pastoral support and tutors	✓	
8. Extensive knowledge of psychotherapy theory and its practical application		✓

Applications: Please forward your CV along with a formal letter of application to: susan@terapia.co.uk

Closing date: Tuesday 21st September 2021, at 23:59

Interview date: Monday 27th September 2021

Notification of Interview: We regret that we are only able to contact shortlisted applicants

For Further Information: Please visit our website: www.terapia.co.uk or contact Bozena Merrick, Terapia's CEO, at: bozena.merrick@terapia.co.uk

