

## Diversity and Inclusivity Support and Advocacy Officer

### Terms and conditions

<b>Hours:</b>	Part time, 1 day per week
<b>Salary range:</b>	£35,000 per annum pro rata
<b>Contract:</b>	Fixed term to December 2021 in the first instance
<b>Annual leave:</b>	33 days (including bank holidays) pro rata –annual leave to be taken outside of term-time.
<b>Reports to:</b>	Deputy Director (Diversity Lead)

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### Background and summary of the job

The Minster Centre offers Counselling and Psychotherapy trainings to Diploma and Master's levels and a Psychotherapy and Counselling Service. We are committed to increasing the diversity and inclusivity of the profession and to making therapy accessible and relevant to diverse communities.

We know that students from marginalised backgrounds, including students of colour and other minority ethnicities, students with disabilities, LGBTQ+ students, are more likely to drop out of psychotherapy and counselling trainings and to find training difficult, silencing and traumatising. The feedback from our own students identifies these experiences.

The Centre has a strategic aim to develop the training to offer an inclusive experience that meets the needs of students from minority or marginalised groups, supports a culture of belonging for all students and staff, and produces therapists that are particularly well qualified to work with a diverse range of clients. One action we are taking to support this is to appoint a member of staff who can offer students from marginalised groups one to one support if they are experiencing difficulties within the training, and to offer anonymised feedback to staff on issues that are arising and their impact on students.

The post-holder will need to offer one day a week. They will start working from home, meeting students remotely through Zoom, but when it is safe to do so will ideally need to be able to offer some flexibility to meet students and attend other meetings in our building in North West London. The post is initially offered as a fixed term contract because, during the coming year, the Centre is also planning to work with a consultant to review all the actions taken to support diversity and inclusivity so far and to develop a programme to go forward.

Line management will be provided by the Deputy Director holding lead responsibility for Equality, Diversity and Inclusivity. Regular external specialist supervision will be provided to support the post holder. The post holder will produce a regular, anonymised, report on themes arising from their work for the Diversity and Inclusivity Committee.

Please apply using the attached application forms with a covering email to Justine Walsh [justine@minstercentre.ac.uk](mailto:justine@minstercentre.ac.uk) by **9am on Monday 19<sup>th</sup> April**. For further information please contact Alyson Jaffe on [alyson@minstercentre.ac.uk](mailto:alyson@minstercentre.ac.uk).

## Duties and responsibilities

- To manage referrals of students who are seeking support.
- To meet individual students to offer space for them to articulate and process difficulties, and understand their impact, to help them identify ways forward and to signpost them to resources and sources of further support.
- To provide ongoing support to individual students.
- To work collaboratively with students and tutors to support and review learning and facilitate safe learning spaces.
- To work closely and communicate effectively with the Minster Centre’s teaching staff and management team identifying areas for improvement and supporting reflection.
- To support individual staff and staff teams to identify resources or approaches to help them improve the inclusivity of the training they offer.
- To be a member of the Diversity and Inclusivity Committee and provide regular reports to the Committee
- To have knowledge and appreciation of the range of courses, levels of study and requirements of psychotherapy and counselling training, to enable provision of additional support for students.
- To work closely with the Deputy Director leading on Equality, Diversity and Inclusivity (EDI) to review the impact the support offered has on student attendance, retention, achievement and progression.
- To keep accurate records of work done with students
- To identify and keep up to date on EDI best practice and to disseminate these through the Diversity Committee.

## Person Specification

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed application form, at interview if shortlisted, and, in some instances, through an exercise or presentation.

	Essential	Desirable
Qualifications and Knowledge	<p>Deep understanding of equality, diversity and inclusion issues as they relate to psychotherapy and counselling training.</p> <p>Good knowledge of best practice in equality, diversity and inclusion initiatives especially those that drive cultural change and how to build EDI into an organisation.</p> <p>Recognised Qualification in psychotherapy or counselling and knowledge of the impact of historic and current marginalisation and oppression, including, but not confined to, racism, ableism, anti-Semitism, heteronormative or gender assumptions, neurotypical assumptions, classism.</p>	

	<p>Training and capacity to work with trauma, including intergenerational trauma, and abuse dynamics.</p> <p>Registration/Accreditation with a professional body recognised by the Professional Standards Authority (e.g. UKCP/BACP)</p> <p>Understanding of the wider EDI landscape, policy background and context</p>	
Skills/Abilities	<p>Ability to offer short term interventions to help students process, identify and articulate difficulties they are experiencing in training and to identify ways forward.</p> <p>An ability to reflect on the dynamics evoked by trauma and discrimination and to support communication when these are aroused.</p> <p>Excellent communication skills.</p> <p>Confidence to work independently with students, maintaining appropriate confidentiality, and to provide feedback to training staff and management team, to support ongoing improvement.</p> <p>Strong interpersonal skills including a proven ability to work effectively as a part of a team and an ability to relate to and work with students and staff at all levels.</p> <p>Be able to use Microsoft office (Word, Excel, PowerPoint and Outlook) competently.</p>	
Relevant Experience	<p>Experience of studying or working in a therapy training institution and of working with a diverse range of learners and staff.</p> <p>Active engagement with equality and diversity and an ongoing commitment to developing and deepening knowledge of current issues, research, and developments.</p>	
Qualities/Disposition	<p>Some flexibility in offering times and days to meet with students and staff.</p> <p>A flexible approach to work</p> <p>Conscientious and diligent</p> <p>A commitment to the Minster Centre's ethos and values.</p> <p>A passionate and embodied approach to social justice as it relates to therapeutic learning.</p> <p>Empathy with the needs of students in a vocational therapeutic environment</p> <p>An open and approachable manner and a respect for difference</p>	

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any convictions, cautions, reprimands and final warnings that are not protected on the form provided.