



**Experiential Group Conductor  
Manager  
Candidate Information  
Pack**

**July 2020**

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 its 50-year 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, experts in their subject matter and excellent communicators, who share our values and commitment to accessible therapy through multi-channel delivery. You will be open to innovation in the teaching and delivery of psychodynamic therapy courses and proactive in contributing ideas and collaborating with colleagues to deliver excellent learning experiences.

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

A handwritten signature in blue ink, appearing to read 'Sam Downie', with a stylized flourish at the end.

**Sam Downie, Chief Executive**

## About WPF Therapy

---

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 Vision:

---

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

---

WPF's Executive Teams consists of:

- Sam Downie, Chief Executive
- Oye Agoro, Director of Clinical Services
- Yetunde Aroloye, Director of Resources
- Lynsey Hotchkies, Director of Studies
- Currently held by Fran Bristow as Interim Director, Director of Clinical Practice

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 and it is possible for some roles to be undertaken remotely either fully or in part. Flexibility is important as it enables us to offer greater accessibility in course timetables.

## **Our Governance**

---

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

---

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

## The Vacancy

---

We are looking for an Experiential Group Conductor Manager to ensure effective delivery of experiential groups on the WPF Therapy Clinical Qualification in Psychodynamic Psychotherapy. This will include line managing a team of group conductors, running two experiential groups and delivering the module on groupwork theory which is currently being redeveloped.

Approximately 120 trainees are enrolled on the whole programme of whom about 35 graduate every year. The programme has moved predominantly online for the next academic year due to current government guidelines and you will be expected to lead and support staff and trainees with this change as well as ensuring that some groups will return to building based delivery when possible. You will also be expected to lead on research in running analytic groups online.

### **Hours:**

14 hours per week over 2 days.

NB There is some flexibility around days which will be discussed at interview depending on which experiential groups can be covered.

### **Salary:**

£15,627 Actual

Please see end of this pack for details of the full [Job Description](#) and Person Specification.

## How we value our people

---

- 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.
  - 38 days holiday including 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 includes flexible working, maternity, paternity, adoption and shared parental leave.
-

## How to apply

---

To apply please submit:

- A comprehensive CV (no more than 2 pages).
- A supporting statement that 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.

We are currently recruiting for a number of roles, please state any preference if you are applying for more than one role.

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.

---

The closing date for applications: **10am, Friday 14 August 2020**

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)

For an informal discussion about the role please contact [Lynsey.Hotchkies@wpf.org.uk](mailto:Lynsey.Hotchkies@wpf.org.uk)

### **DBS**

All teaching and clinical roles are subject to an enhanced Disclosure & Barring Service (DBS) check by the Disclosure & Barring Service and offers of employment are subject to satisfactory receipt of these.

### **Interviews**

Panel interviews will be undertaken remotely via video conferencing on Microsoft Teams.



# Experiential Group Conductor Manager

---

## Job Description

### Job Purpose

- To lead the effective delivery of experiential groups across the programme.
- To line manage experiential group conductors on the psychodynamic psychotherapy programme.
- To run two experiential groups
- To develop and teach groupwork module on the psychodynamic psychotherapy programme
- To work cross functionally with other managers and teams within the organisation in support of strategic and policy development, performance management and problem solving.
- To lead on specific projects as necessary.

**Reports To:** Director of Studies.

### Key Tasks and Responsibilities

- To provide line management of experiential group conductors in line with WPF Therapy policy and procedures. This includes working together with external HR consultants to manage day-to-day HR processes in relation to the full employee life-cycle from recruitment, training and development, performance management to exit processes for staff on the psychodynamic psychotherapy programme 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 experiential group conductors and respond to trainee feedback appropriately.
- To conduct student/trainee experiential groups. Experiential groups may be delivered online.
- To develop and teach the Groupwork Module on the Clinical Qualification in Psychodynamic Psychotherapy.

- To ensure student/trainees in their own experiential group as well as those of their staff develop skills and attitudes appropriate to the course Learning Outcomes.
- To participate in the assessment process of student/trainees as and when relevant.
- To follow programme and organisational policies and procedures, including the accurate maintenance of a student/trainee attendance record.
- To respond promptly to all communications and to work jointly with the programme management and administrative support team prior to and during the training
- To assist in the monitoring and development of the training
- In the event that the experiential group is the last training activity of the day the Group Conductor will be required to work closely with Reception staff to implement the Lone Working Policy. This means that it is important that they stay until after the last trainee leaves and to complete the final floor walk and lock the building leaving by 9.45pm Monday to Friday and 4.30pm on Saturdays and Sundays. Reception staff will be familiar with most aspects of facilities related matters and evacuations and will therefore lead on these matters, the Group Conductor will lead on any trainee related matters. At the extremities of the day it is likely that the Group Conductor and the Reception staff will be the only employees on site.
- To participate in professional activities that enable or enhance fulfilling the role including attending WPF Therapy training courses and meetings.
- To provide a photograph and brief biography for the website and other promotional materials.
- To work within a Virtual Learning Environment as necessary, eg accessing course handbooks, term dates, registers.
- To work in accordance with WPF Therapy policy, including the Equalities and Diversity Policy.
- To consult, as appropriate, with the designated Health & Safety Manager in case of incidents and emergencies.
- To undertake any other responsibilities or tasks as reasonably required by WPF Therapy.

## Person Specification

### Experience and Knowledge

#### Essential

- The appointee must be a qualified and experienced group-analytic psychotherapist registered with UKCP (CPJA). The appointee is expected to arrange supervision on their experiential groups as required by the various ethical standards. This will be discussed and checked annually at appraisal.
- Degree.

### **Desirable**

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

### **Essential**

- To have experience of conducting groups analytically, preferably in a variety of settings and with different sized groups.
- To have experience, or willingness to learn, how to deliver analytic group online.
- To know and understand the differences and similarities between experiential groups and therapy groups and how the experiential group forms part of the student/trainee's opportunity to achieve course learning outcomes.
- To know how to assess student/trainees' abilities from their participation in an experiential group in terms of skills and attitudes as outlined in the course learning outcomes.
- Experience working in organisations and managing and leading teams required.
- Experience of working on line (Microsoft Teams, Zoom, Moodle).
- An understanding of the law and guidance around safeguarding and responsibilities as outlined in the WPF Therapy Safeguarding Policy.
- Be familiar with and abide by the WPF Therapy Values and Code of Professional Practice and Ethics as those Codes of Ethics relevant to personal professional memberships.
- Knowledge of anti-discriminatory practice including legislation and protected characteristics.

### **Skills and Personal Qualities**

- To be able to run experiential small and large groups for students/trainees on the course, including online.
- The courage to address issues of prejudice, discrimination or any other breach of WPF policies, procedures or the BACP Ethical Framework for the Counselling Professions promptly and appropriately.
- Self-management skills including organisational skills and time-keeping.
- To liaise with other staff and managers appropriately and in compliance with WPF Therapy Values and Code of Conduct.
- To engage with and support the wider WPF Therapy organisation in the achievement of its goals and mission.

## Abilities

- Able to demonstrate an understanding of how your own cultural background can influence your attitudes and communication and may affect your ability to train and relate to others from different cultural and ethnic groups.
- Able to create a learning environment and attend to the social and emotional needs of the student/trainees in an appropriate manner.
- Able to demonstrate a high level of interpersonal and communication skills including the giving and receiving of feedback.
- Able to work effectively as part of a team whilst retaining the ability to work independently.

## Equalities

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

*This job description provides a summary of key responsibilities and duties. From time to time it may be reviewed based on the needs of the organisation.*

**July 2020**