



Job Applicant 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', written in a cursive style.

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

Our Vacancies

Following a recent curriculum and timetable review we are recruiting for a number of roles to support our Clinical Qualification.

Programme Managers x 2 Hours: 21 per week

Programme Manager (Selection) **Tuesday, Wednesday, and Thursday**

Programme Manager (Assessment) **Monday, Thursday and Friday**

NB Both roles will be required to work occasional Saturdays (approx. 6 a year)

We are looking for two Programme Managers to lead the psychodynamic psychotherapy programme. One will have primary responsibility for the first two years of training including selection, one will have responsibility for the last two years of training including assessment. The roles will be expected to work together to create a seamless programme. Each role will also be expected to teach 2 seminars a week.

Approximately 120 trainees are enrolled on the whole programme of whom about 35 graduate every year. The programme has moved predominantly online due to current government guidelines and the Programme Managers will be expected to lead and support staff and trainees with this change. As key members of staff you will contribute to the strategic development of our Training Department and the programmes offer. You will work collaboratively with other Programme Managers, the Academic Standards Manager and the Director of Studies, advising on policy, resources, planning issues, and curriculum development.

Programme Managers will hold overall responsibility for the leadership, standards and co-ordination for the training in once weekly psychodynamic psychotherapy (Clinical Qualification in Psychodynamic Psychotherapy). You will work to sustain the high professional standards of this training programme, including the associated clinical work delivered by trainees in the WPF Therapy Clinic. You will also contribute to further develop the programme, currently under review.

Please see end of this pack for details of full Job Descriptions and Person Specifications.

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.
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How to apply

To apply for any of these posts, 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.

If you wish to apply for more than one position please indicate this in your supporting statement, together with any preferences in terms of roles.

- Details of two referees whom we would be able to contact at shortlist stage.

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@wpcf.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@wpcf.org.uk

For an informal discussion about the role please contact Lynsey.Hotchkies@wpcf.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.

Psychodynamic Psychotherapy Programme Manager (Selection)

Job Description

Job Purpose

- To co-lead the programme team to deliver a high quality, contemporary psychodynamic psychotherapy programme, ensuring the sustainability of the programme in line with organisational strategy.
- To manage and chair trainee selection and progression on the psychodynamic psychotherapy programme.
- To teach a first year module on the programme to both cohorts (Practice and Techniques) and ensure all modules for years one and two of the training are up to date and contemporary. Depending on the programme, training staff may be required to be filmed teaching and to facilitate an online discussion forum related to the content of their seminar.
- To line manage staff on the psychodynamic psychotherapy programme, specifically seminar leaders and tutors.
- To ensure optimal management and performance of the psychodynamic psychotherapy training, including responsibility for trainee numbers in line with organisational budget and operational plan.
- To deputise for the Director of Studies as necessary.
- 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

Main Accountabilities

Operational Management and Performance

Trainee Management

- Oversee years one and two of the training.
- Joint responsibility for the day to day operational management and administration of the programme including contribution to budget setting and management as required.
- Responsibility for progression of year one and two trainees on the programme. This involves oversight and awareness of trainee progress and well-being and direct interventions in support of trainees as necessary. The postholder is expected to work directly with the Senior Tutors who are overseeing year one and two trainees.
- To co-manage the tutor system, including line management of tutors and working with the Academic Standards Manager to set up study skills or academic input as necessary.
- To work the Lead Supervisors to ensure that trainees are suitably prepared to start clinical work.
- Working with the Chair of the Assessment Process to ensure trainee progression. This includes chairing meetings as required, attending assessment committees and working with the Academic Standards Manager to ensure a smooth assessment process.
- Working with the Academic Standards Manager to ensure the delivery of high quality training including ensuring the 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.

Selection Management

- To Chair the Selection Process including responsibility for ensuring that recruitment of optimum trainee numbers in line with organisational budget and operational plan.
- To assess suitability of trainees for entry to the qualification, liaising with and ensuring there are sufficient therapy advisers.
- Managing the training therapist register and ensure that all trainees are in suitable therapy as required.
- To work with the lead on marketing for the programme.
- To provide reports and data on the Selection Process and recommend changes to process.

- To attend Open Evenings to promote the training to applicants.
- To offer further training meetings to introductory course students to promote the training.

Programme Management

- To review all modules and reading lists for years one and two on an annual basis to ensure that all modules are up to date.
- To ensure that feedback is received from staff and trainees on module delivery and is implemented regularly.
- To meet with trainees in Review Meetings with the Academic Standards Manager for feedback.

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 and Diversity 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 of Seminar Leader including attending WPF Therapy training and meetings.
- Undertake additional teaching or supervision (to cover staff absence if required).
- Work with professional bodies and validating universities 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. This includes managing 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 programme staff and work with the Director of Clinical Quality to ensure key performance indicators in the clinical work undertaken by trainees is achieved.

It is the practice of the WPF Therapy to review 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

Qualifications

Essential

- Psychodynamically or psychoanalytically qualified psychotherapist registered with BPC or UKCP (CPJA) Section.
- First degree

Desirable

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

Knowledge, skills and experience

- Teaching experience essential.
- Up to date knowledge of developments in the psychotherapy field required.
- Experience working in organisations and managing and leading teams required.
- Experience of working online (Microsoft Teams, Zoom, Moodle).

Skills and Personal Qualities

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

- 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 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

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

Psychodynamic Psychotherapy Programme Manager (Assessment)

Job Description

Job Purpose

- To co-lead the programme team to deliver a high quality, contemporary psychodynamic psychotherapy programme, ensuring the sustainability of the programme in line with organisational strategy.
- To manage and Chair Trainee Assessment Process.
- To teach a final year module on the programme to both cohorts (Advanced Clinical and Theoretical Concepts) and ensure all modules for years three and four of the training are up to date and contemporary. Depending on the programme, training staff may be required to be filmed teaching and to facilitate an online discussion forum related to the content of their seminar.
- To line manage staff on the psychodynamic psychotherapy programme, specifically seminar leaders and senior tutors.
- To ensure optimal management and performance of the psychodynamic psychotherapy training, including responsibility for trainee numbers in line with organisational budget and operational plan.
- To deputise for the Director of Studies as necessary.
- 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

Main Accountabilities

Operational Management and Performance

Trainee Management

- Oversee years three and four of the training.
- Joint responsibility for the day to day operational management and administration of the programme including contribution to budget setting and management as required.
- Responsibility for progression of year three and four trainees on the programme. This involves oversight and awareness of trainee progress and well-being and direct interventions in support of trainees as necessary. The postholder is expected to work directly with the Senior Tutors who are overseeing year three and four trainees and meet with individual trainees as necessary.
- To co-manage the tutor system, including line management of tutors and working with the Academic Standards Manager to set up study skills or academic input as necessary.
- To work with Lead Supervisors regarding clinical development of trainees.
- To work with the Clinic to ensure a smooth transfer out process for clients.
- Working with the Chair of the Assessment Process to ensure trainee progression. This includes chairing meetings as required, attending assessment committees and working with the Academic Standards Manager to ensure a smooth assessment process.
- Working with the Academic Standards Manager to ensure the delivery of high quality training including ensuring the 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

- To review all modules and reading lists for years three and four on an annual basis to ensure that all modules are up to date.
- To ensure that feedback is received from staff and trainees on module delivery and is implemented regularly.
- To meet with trainees in Review Meetings with the Academic Standards Manager for feedback.

Assessment Process

- To Chair the Assessment Process including responsibility for ensuring that the process is correct in the handbook and that the process is followed. The Chair is responsible for setting up the panel.
- To Chair all Assessment Committees.
- To provide reports and data on the Assessment Process and recommend changes to process.
- To attend Open Evenings to promote the training to applicants.
- To offer further training meetings to introductory course students to promote the training.

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 and Diversity 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.
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- Undertake additional teaching or supervision (to cover staff absence if required).
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Performance Management

- To provide line management of programme staff in line with WPF Therapy policy and procedures. This includes managing 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.

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Essential

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- 1st Degree

Desirable

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

Knowledge, skills and experience

- Teaching experience essential.
- Up to date knowledge of developments in the psychotherapy field required.
- Experience working in organisations and managing and leading teams required.
- Experience of working online (Microsoft Teams, Zoom, Moodle).

Skills and Personal Qualities

Essential

- Excellent interpersonal and communication skills, both oral and written.
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- Commitment to promoting and maintaining high professional standards whilst upholding the charity's vision and values.

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