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**Application Pack  
Head of Professional Practice - Counselling**

(14 hours per week)

Dear Applicant

Head of Professional Practice - Counselling

(14 hrs per week)

Thank you for your interest in the above post.

Please find attached all the relevant information you will need to complete your application. Please do not send your CV.

We can only consider applications which are submitted on the enclosed application form by e-mail to [recruitment@relationships-scotland.org.uk](mailto:recruitment@relationships-scotland.org.uk) or by post to:

**Private and Confidential**

Diana Sinclair

Relationships Scotland

18 York Place

Edinburgh EH1 3EP

The closing date for completed applications is **Friday 7th July.** Interviews will be held in person at 18 York Place in Edinburgh in mid-July.

We look forward to receiving your application.

**Relationships Scotland**

Relationships Scotland

The Relationships Scotland Network consists of the National Office in Edinburgh and 21 Member Services covering all of Scotland. We provide face-to-face support to around 18,000 people each year.

Stable relationships matter. It has been estimated that relationship breakdown costs the Scottish economy around £3.5bn each year (Relationship Foundation, 2020) and that for children, conflict between parents can lead to increased anxiety, depression, aggression, hostility, anti-social behaviour and criminality, as well as deficits in academic attainment (Harold, Aitken and Sheldon, 2007). Scotland has increasingly diverse family structures and the status and nature of our relationships are also changing. Poor quality couple relationships act as a risk factor that can contribute to worsening health (Robies and Kiecolt-Glaser, 2003).

Over 45,000 people contact the Relationships Scotland Network each year. Our works focuses on prevention, early intervention and child protection. We provide relationship counselling, family mediation, child contact centres and other related forms of family support across all of Scotland.

Around 900 people are actively involved in the delivery of our services across Scotland, including around 400 volunteers.

**Our Vision**

Positive Relationships at the Heart of Scotland

**Our Aims**

Children and their families, couples and individuals, are supported to develop better, stronger relationships

People in Scotland make the best possible transitions through relationship difficulties, separation and divorce

Relationship and family support is available for all people in Scotland

**Our Objectives**

To provide and support high quality services across all of Scotland, including relationship counselling, family mediation, child contact centres and other related forms of family support

To support the Scottish Government’s strategic priorities for children, young people and their families

To help policy makers, politicians, the media and the public understand why relationships matter

To achieve long-term, sustainable funding for the Relationships Scotland Network

**Our Values**

We are committed to:

Working to the highest possible standards in accordance with the requirements of professional bodies

Respecting, valuing and promoting diversity in our clients, practitioners, staff members and volunteers

Working collaboratively in equal partnership with all members of the Relationships Scotland Network

Working in partnership with other organisations and individuals to further our aspirations for the people of Scotland

Being transparent and accountable, always acting with openness and integrity

Summary of Key Terms and Conditions

Permanent Contract of Employment

Three Months Probationary Period

30 days Annual Leave (pro-rata)

7 Public Holidays (pro-rata)

Pension

Relationships Scotland complies with its employer pension duties in accordance with Part 1 of the Pensions Act 2008 and accordingly operates a Group Personal Pension. If you are eligible you will be automatically enrolled into the scheme at the beginning of the month in which you will have been employed for three months. During the first three months of employment eligible staff may join the scheme on request.  If you choose to join the scheme or are automatically enrolled, we will make contributions based on 10% of your basic pay. You may make additional employee contributions and there is no minimum level of employee contribution required to participate.



**Head of Professional Practice for Counselling**

**£41,439-£46,634 (pro-rata)**

**(Part-time, 14 hrs per week)**

**Edinburgh**

The Relationships Scotland Network is the largest provider of family and relationship support in the country. We offer relationship counselling, family mediation and child contact centres through a network of 21 Member Services across Scotland, which provide face-to-face to support to around 18,000 people each year.

We are looking for a highly motivated and experienced person to lead our work in the development of counselling practice and delivery of counselling training. The successful applicant will have a qualification in relationship counselling. Experience developing and delivering training courses would be an asset.

The closing date for completed applications is **Friday 7th July.** Interviews will be held in person at 18 York Place in Edinburgh in mid-July.

If you would like an informal discussion about this post, please call our Chief Executive Stuart Valentine on 07823 774 755 or e-mail [stuart.valentine@relationships-scotland.org.uk](mailto:stuart.valentine@relationships-scotland.org.uk)

We are an equal opportunities employer.

**Scottish Charity Number SC038683**

**RELATIONSHIPS SCOTLAND**

**Job Description**

This job description describes the practical purpose and main elements of the job. It is a guide to the nature and main duties of the job as they exist currently but is not intended as a wholly comprehensive or permanent schedule.

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| --- |
| **1. JOB DETAILS**  Job Title: Head of Professional Practice – Counselling  Department: Professional Practice  Reports to: Chief Executive  Reporting to job-holder: Course Director - Certificate in Couple Counselling, Professional Practice Administrator for Counselling, others such as Course Director in Relationship Counselling, Course Director - Diploma in SRT when these courses are running |
| **2. OVERALL PURPOSE OF THE JOB *–***  To lead the development of professional practice for counselling, including relationship and individual counselling, sex therapy and children and young people’s counselling, across the Relationships Scotland Network.  To lead and oversee the development and updating of national professional practice standards, policies and procedures.  To lead the development of relevant, accredited and cost-effective training programmes, short courses and specialist training for Relationships Scotland counsellors, sex therapists, supervisors and others.  To ensure the delivery of professional practice within appropriate codes of conduct, quality assurance and ethical frameworks.  To manage and support the members of the Professional Practice team in delivering the above.  To support the development of new initiatives with appropriate training and policies.  To be a resource to Member Services in all areas of professional practice.  To liaise with external bodies regarding training delivery and policy development.  To be responsible for the agenda and papers for the Counselling Practice Committee, and to contribute to the servicing of the Accreditation and Validation Panel.  To share in the leadership of the Relationships Scotland National Office, along with the Chief Executive and other members of the Corporate Management Team. |
| 1. **JOB DIMENSIONS**   Structure:  Budgets: Responsibility for the management of the Professional Practice budget for Counselling |
| **4. PRINCIPAL ACCOUNTABILITIES *–***   1. Ensuring core training for practitioners (counsellors, sex therapists, supervisors and others) is developed and delivered to meet the requirements of external professional and academic bodies, and in response to changing needs in the external environment. 2. Ensuring that all aspects of recruitment, teaching and assessment are carried out in accordance with agreed quality standards. 3. Leading the work of the Counselling Practice Committee, which has oversight of all nationally agreed practice standards for counselling for the Relationships Scotland Network. 4. Ensuring specialist training and professional development training opportunities are provided, as appropriate, for all counselling practitioners. 5. Leading the development of all professional practice standards, policies and procedures for counselling practitioners. 6. Ensuring systems are in place for the regular appraisal of practice standards for counselling practitioners e.g. annual renewal of registration. 7. Liaising with colleagues, Relate and other agencies regarding any national contracts for counselling provision. 8. Developing innovative approaches to practice delivery including supporting new initiatives e.g. children and young people’s counselling, family counselling. 9. Developing and maintaining links with professional and accrediting bodies, and other education and training providers. 10. Promoting the work of Relationships Scotland through the media, including TV, radio, the written press and online articles and blogs. 11. Working with colleagues in Relationships Scotland and the Member Services to secure and support a network of qualified and ethical practitioners, responding to queries about practice that arise. 12. Leading on the strategic development of the professional practice department including identifying opportunities for mutual benefit from closer working between different areas. 13. Identifying opportunities to work creatively with the external professional environment. 14. Contributing to CPD and training events as appropriate. 15. As a manager of staff in the Professional Practice Team, providing regular support and supervision and facilitating the development and training of all members of the team. 16. Appraising all staff for whom there is line management responsibility. 17. As a member of the Corporate Management Team, providing leadership and direction for Relationships Scotland, including:  * Developing and delivering the Strategy for Relationships Scotland * Leading, managing and supporting staff * Managing the budget * Representing Relationships Scotland at external events   **These key tasks are not intended to be exhaustive, but they highlight a number of major tasks that the post-holder may be reasonably expected to undertake.** |
| 1. **ADDITIONAL COMMENT *–***   **Every job description in the organisation will be subject to a review either:**   * **on an annual basis at the time of the annual appraisal meeting, or** * **as a result of a change in strategic direction, or** * **as a result of a team/ operational requirements, or** * **as a result of agreed performance appraisal needs and objectives, or within six months of appointment** |

**PERSON SPECIFICATION – Head of Corporate Services**

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| --- | --- | --- |
| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** |
| **QUALIFICATIONS** | Educated to degree level  Relationship counsellor accredited with an appropriate professional body | Educated to post-graduate level Management qualification  Recognised Sex Therapy qualification  Recognised CYP Counsellor qualification  COSCA or BACP Accredited Trainer |
| **SPECIALIST SKILLS & EXPERIENCE** | Experienced couple counselling practitioner  Experience of teaching or delivering training  Management experience  Policy and strategy development experience  Experience of working as a member of a team  Working knowledge of MS office systems | Work experience within a similar organisation  Experience of representing an organisation externally  Experience of public speaking  Experience of HR processes  Knowledge and experience of evaluation methods  Experience of engaging with media, including radio and television |
| **PERSONAL QUALITIES** | Excellent communicator – both verbally and in writing  Excellent interpersonal skills  Excellent organisational skills  Flexible and proactive  Able to prioritise and work effectively under pressure to meet agreed deadlines  Sound ethical base including commitment to promoting equality, diversity and inclusion |  |

Guidance on Completing the Application Form

Before attempting to complete your application form, you are advised to read the following guidelines.

The information you provide in your application form is the only information we will use in deciding whether or not you will be short-listed for an interview. We will not take into account any previous applications or prior knowledge of you.

It is very important that you take your time to complete the application form as fully and accurately as possible.

Equal Opportunities

In the interest of equal opportunities, we wish to ensure that information about candidates is provided in the same format and all applicants are therefore asked to complete the standard application form. We will only accept applications in alternative formats e.g. CV, audio, large print or on computer disk from applicants who have specific reasons for doing so.

Equal Opportunities Monitoring

Remember to complete the Equal Opportunities Monitoring Questionnaire, which helps us to measure the effectiveness of our Equal Opportunities Policy. The information provided by you is not used as part of the selection process – all monitoring forms are detached from the application on receipt and processed separately. Those involved in short-listing and interviewing will not have access to the monitoring forms.

Job Requirements

Each advertised vacancy is based on a job description and person specification or critical competencies. The job description lists the objectives of the post and the main tasks and responsibilities while the person specification outlines the skills, knowledge, experience, qualifications etc which are required for the job.

Completing the Application Form

**Remember to:**

Read the information about the job thoroughly i.e. the advertisement, job description, person specification etc which is provided in the information pack. Complete all parts of the application form. If some parts do not apply to you write N/A (not applicable) in the spaces provided.

Tell us about any education and training that you have received, in addition to relevant experience in present or previous jobs. You can also include any skills gained from community or voluntary work, leisure interests and activities in the home. If you have undertaken work experience, tell us about the skills and knowledge you have gained from that too. You will need to demonstrate how you could fit these skills and knowledge in the person specification or critical competencies required by the job.

Do not overlook the supporting statement section on the form. It is an important part of the application form, as it is where you tell us about your skills and experience. Your application will be assessed against the person specification or critical competencies that list the essential requirements of the post. Think how you can draw from your own skills, experience and knowledge and relate them to the items listed on the person specification or among the critical competencies. What transferable skills can you bring?

Complete your form in black ink or type, this will ensure that when we photocopy the form it is clear and legible.

Ensure that the information you provide is clear, precise, easy to understand and is aimed at the job you are applying for. Use extra sheets if necessary but please limit to **no more than two sides of A4.** The inclusion of more sheets may mean that you are not short-listed.

Please sign the application form.

Keep free any interview date that is mentioned in the information pack or other information sent to you.

If you are to be asked to attend an interview you will be contacted before the interview date, you will be given at least 5 days notice.

Ensure that you return the application form to Relationships Scotland in time - applications received after the closing date will not be considered.

Should you not hear from us please consider that on this occasion you have not been successful. We do appreciate your interest and effort in applying but the volume of applications that we receive means that responding to all unsuccessful applications would not be an effective use of public money.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Application Form | | |  | | | | |
| Thank you for your interest in working with Relationships Scotland. Please complete this form and return it by e-mail to [recruitment@relationships-scotland.org.uk](mailto:recruitment@relationships-scotland.org.uk) or by post to:  **Private and Confidential**  Diana Sinclair  Relationships Scotland  18 York Place  Edinburgh EH1 3EP  Please note that we will accept postal applications and applications submitted by e-mail. We will not consider CVs.  If you are completing this form by hand please use black or dark blue ink to ensure that we can photocopy it. Alternatively, you may wish to complete this form on a computer and then print it for posting.  You should note that the Equal Opportunities Monitoring Form should be returned **unattached** to the rest of the form. Your answers to the equal opportunities questions will have no bearing whatsoever on our treatment of your application.  The following information will be treated in strict confidence. | | | | | | |
| Position applied for: | |  | | | | |
| Where did you see this position advertised? | |  | | | | |
| PERSONAL | | | | | | |
| (Please complete this section in BLOCK CAPITALS) | | | | | | |
| Surname: |  | | | First Name(s): | |  |
| Address: |  | | | | | |
|  | | | | | | |
|  | | | | | Postcode: | |
|  | | | | | | |
| Daytime telephone: | | | | Evening telephone: | | |
| Mobile telephone: | | | | E-mail: | | |
|  | | | | | | |
| How much notice are you required to give to your current employer?: | | | | | | |

|  |  |
| --- | --- |
| Do you need a work permit to take up employment in the UK? | YES/NO |

# OFFICE USE ONLY

**EDUCATION**

Please list examination passes achieved at school or in further education

|  |  |  |  |
| --- | --- | --- | --- |
| Qualification / level | Subject | Grade | Year |
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Please provide details of any higher education undertaken

|  |  |  |
| --- | --- | --- |
| University or college | Degree or qualification obtained | Year |
|  |  |  |
|  |  |  |
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Please provide details of any professional qualifications held not listed above

|  |  |  |
| --- | --- | --- |
| Qualification | Relevant body | Year |
|  |  |  |
|  |  |  |
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### EMPLOYMENT

Please give details of your past employment, including your present or last employer

|  |  |  |  |
| --- | --- | --- | --- |
| Present or last employer |  | | |
| Position held |  | | |
| Date employment started |  | Date employment ended |  |
| Key responsibilities of post and main achievements | | | |
|  | | | |
| Employer |  | | |
| Position held |  | | |
| Date employment started |  | Date employment ended |  |
| Key responsibilities of post and main achievements | | | |
|  | | | |
| Employer |  | | |
| Position held |  | | |
| Date employment started |  | Date employment ended |  |
| Key responsibilities of post and main achievements | | | |
| Employer |  | | |
| Position held |  | | |
| Date employment started |  | Date employment ended |  |
| Key responsibilities of post and main achievements | | | |
|  | | | |
| Employer |  | | |
| Position held |  | | |
| Date employment started |  | Date employment ended |  |
| Key responsibilities of post and main achievements | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Employer |  | | |
| Position held |  | | |
| Date employment started |  | Date employment ended |  |
| Key responsibilities of post and main achievements | | | |

Please copy this sheet if required.

**ESSENTIAL AND DESIRABLE**

**PERSONAL CHARACTERISTICS AND COMPETENCIES**

Page 10 of the application pack outlines the ‘person specification’ for the post you are applying for and lists a number of essential and desirable Personal Characteristics and Competencies. We would like you to demonstrate whether you satisfy these requirements. Some of the posts have more requirements than others, so do not be concerned if there are more boxes below than requirements for the post you are applying for. It will be straightforward to demonstrate that you satisfy some requirements, such as a qualification. Where the requirement is less clear cut please provide evidence, based on your experience, showing how you meet requirement.

Please use the following boxes to address each of the essential and desirable elements of the person specification.

|  |  |
| --- | --- |
| **1** |  |
| **2** |  |
| **3** |  |
| **4** |  |
| **5** |  |
| **6** |  |
| **7** |  |
| **8** |  |
| **9** |  |
| **10** |  |
| **11** |  |
| **12** |  |

**ADDITIONAL INFORMATION**

Please explain why you think you would be suitable for this position and give details of any skills or experience that you have which are not detailed elsewhere and which you think are relevant to this job.

DECLARATION

I declare that the information given in this form is complete and accurate.

|  |  |
| --- | --- |
| Signature: | Date: |

**REFERENCES**

Please give the names of two people (one of which should be your present or most recent employer) whom we may approach for a reference.

May we approach your current employer before an offer of employment is made? YES/NO

|  |  |
| --- | --- |
| Name: | Name: |
| Position: | Position: |
| Address: | Address: |
|  |  |
|  |  |
|  |  |
| Tel. No.: | Tel. No.: |
| E-mail: | E-mail: |

EQUAL OPPORTUNITIES MONITORING FORM

Relationships Scotland is an equal opportunities employer. We would be grateful if you would complete this page of the application form and return it to us. **It is detached from the rest of your application before shortlisting**.

**Please tick all the boxes which apply to you, and write in details where appropriate.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **GENDER** | | |  | **RACE/ETHNIC ORIGIN** | | | |
|  |  |  | White | |  |  |
| Male |  |  | Black/Black British | |  |  |
| **Female** |  | Asian/Asian British | |  |
|  | | | **Mixed** | |  |
|  | | | **Chinese/Chinese British** | |  |
|  | | | **Other** | |  |
| **Age** | | |  | | | |
| **16-19** |  |  | If Other, please give details |  | | |
| **20-29** |  |
| **30-39** |  |
| **40-49** |  |  | | | |
| **50-59** |  |  | | | |
| **60-64** |  |  | | | |
| **65+** |  |
|  | | |
|  | | | | | | | |  |  | |
| DISABILITY | | | | | | | |  |  | |
| Do you have a disability? | | | | | | | |
| **Yes** |  |  | | | | | |
| **No** |  |
|  | | | | | | | |  | |  | |
| If you answered Yes to this question, please give brief details of any adjustments you would like us to make to our selection arrangements (including our interview location and facilities) as a result of your disability status. | | | | | | | |  | |  | |
|  | | | | | | | |