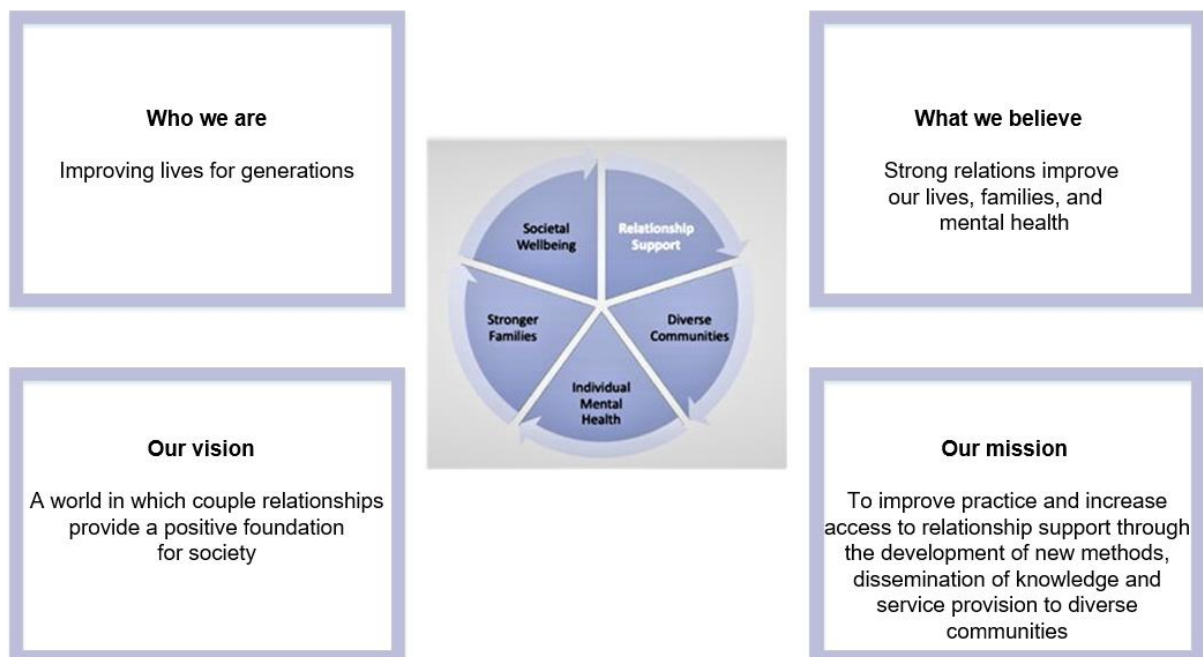


## JOB DESCRIPTION

<b>Job Title</b>	Head of IAPT Level 7 Clinical Training Programme
<b>Department</b>	Strategic Development, Projects & Partnerships
<b>Line manager</b>	Associate Director of Strategic Development, Projects & Partnerships
<b>Direct Reports</b>	Nil. This role will be supported by a course administrator and other support services within the operations team.
<b>Key Relationships</b>	<b>Internal</b> Training Operations Team, Finance Team, Marketing Team, CTFD Team <b>External</b> NHS Services, Health Education England, Qualified Training Providers, Other Pilot Programme Providers
<b>Role Level</b>	Senior Faculty
<b>Appointment term</b>	Permanent
<b>Hours of work</b>	Up to 30 hours (0.8 FTE)
<b>Location</b>	Central London or remote (home-based) working

Tavistock relationships has been improving lives for generations. We believe that strong relationships improve our lives, families and mental health.



### Our values

- A belief in the importance of family stability and emotional security.
- A commitment to social justice, inclusivity, and diversity in every area of our work.
- A belief in the importance of intellectual curiosity and rigour.
- An aspiration to be a learning community – growing understanding and being open to new ideas, developing new ways of working.
- A commitment to promoting excellence in the delivery of our services.

## Purpose of the role

To develop, promote and deliver the IAPT Foundation year and (two year) Level 7 Programme in accordance with the terms of the contract with Health Education England and accrediting and validating bodies.

## Responsibilities

Programme promotion & Establishment	<ul style="list-style-type: none"> <li>• Lead cohort recruitment with support from CTFD team (relationships and connections)</li> <li>• Assist with course promotion, including delivery of presentations within IAPT services and the promotion of the programme in other networks.</li> <li>• Contribute content and ensure currency of programme information on the TR website.</li> <li>• Draft promotional content for the programme for use in organisational digital media and communications activity. Develop the programme in ways that are complementary with the aims and objectives of Tavistock Relationships and of other Tavistock Relationships' clinical and academic programmes, responsive to student feedback.</li> <li>• Develop the curriculum in line with the IAPT manual and developments in the field, including online development.</li> </ul>
Programme leadership, monitoring & evaluation	<ul style="list-style-type: none"> <li>• Manage student selection procedures.</li> <li>• Oversee student selection, participation, and assessment with reference to validating/accrediting body requirements.</li> </ul>
Programme Management & Resourcing	<ul style="list-style-type: none"> <li>• Oversee delivery of the IAPT three-year clinical training course (foundation year plus two years post graduate level training).</li> <li>• Ensure adequate human and material resources are available to deliver the training.</li> <li>• Provide professional support and guidance to supervisors and trainers.</li> <li>• Monitor student clinical work, supervision and training, ensuring compliance with Tavistock Relationships' standards and policies (as set out in the Clinical Handbook and other guidance as issued from time to time).</li> <li>• Liaise with and report as necessary to accrediting and validating bodies to ensure all requirements have been met to comply with academic and professional standards and to advocate for changes in requirements as appropriate to the needs of Tavistock Relationships and the programme.</li> <li>• Monitor and evaluate the programme's outcomes and to take remedial action where necessary.</li> </ul>
Stakeholder Engagement & Communication	<ul style="list-style-type: none"> <li>• Ensure data capture and reporting as required to meet contractual and accrediting body requirements</li> <li>• Participate in contract monitoring and review meetings in conjunction with Contract Manager</li> </ul>
Leadership, collaboration & team development	<ul style="list-style-type: none"> <li>• To contribute to the development of Tavistock Relationships' training policy and strategies.</li> <li>• To be an active member of the training team and to contribute to the</li> </ul>

	strategic thinking about the inter-connectedness and development of all programmes.
Financial management	<ul style="list-style-type: none"> <li>• Develop programme budgets and monitor financial performance of the programme.</li> <li>• Set fee structures and payment levels for visiting lecturers in line with TR rates, proactively proposing changes when identified as beneficial.</li> <li>• Review and approve costs for programme expenditure.</li> <li>• Monitor student debt, ensuring payment terms are adhered to and debt collection procedures instigated where appropriate.</li> </ul>
Corporate responsibility	<ul style="list-style-type: none"> <li>• Maintain a social media profile and presence that is aligned to the TR profile as a credible and professional organisation.</li> <li>• Proactive participation in organisational internal communication activity</li> <li>• Periodic reporting to support communication to the wider organisation including SMT and board committees.</li> <li>• Manage all personal data and information in accordance with the provisions of the TR data protection handbook.</li> <li>• Act in accordance with the provisions of the TR Health &amp; Safety policy, always ensuring safety of colleagues and students.</li> <li>• Act in accordance with the provisions of the TR delegated authority matrix.</li> </ul>

### Candidate specification

- Clinical Psychologist, Psychoanalytic Psychotherapist, or Psychodynamic Counsellor, preferably with at least 3 years post-qualifying experience, ideally including couple work
- Experience of counselling or psychotherapy training delivery.
- Accredited with a recognised counselling or psychotherapy registering body.
- Interest in and knowledge of research and evaluation methods.
- Capacity to innovate, engaging with new ideas and developments.
- Demonstrable management experience and ability relevant to the post.
- Flexible and able to adapt to changing times and different work contexts.
- Report writing, accrediting/validating, and budgeting skills.
- A track record of working well with others in an organisational setting.
- Ability to communicate clearly and effectively in spoken and written word to a broad range of people.
- Computer literate with experience of using Excel, PowerPoint, Word and Microsoft Outlook.
- Supervisory experience and experience of training management is desirable but not essential.