

**Application Pack**

**Sessional Tutor – Certificate in Couple Counselling**

November 2020

Dear Applicant,

**Sessional Tutor – Certificate in Couple Counselling**

Thank you for your interest in the above post.

Please find attached all the relevant information you will need to complete your application.

Completed applications must be received by **5pm Friday 18th December 2020.** Interviews will take place during the week of **18th January 2021.**

Please do not send your CV. We can only consider applications which are submitted on the attached application form.

We look forward to receiving your application.

**Rosanne Cubitt**Head of Practice – counselling and mediation  
Relationships Scotland

Introduction

Relationships Scotland is the largest provider of relationship counselling in the country and is the sister organisation of Relate. We support the provision of Counselling, Family Mediation and Child Contact Centres through a network of 21 Member Services across Scotland.

Our vision is for:

“Accessible and appropriately resourced family and relationship support services in every community in Scotland as a right not a privilege”

**Context**

The Family Law (Scotland) Act 2006 emphasised the crucial importance of support for relationships and families undergoing change. The Justice 1 Committee *Reporter’s Report on the Inquiry into the Provision of Family Support Services in Scotland 2006* strongly argued for the need to properly resource counselling and family mediation services and to ensure that contact centre provision was available in all communities across Scotland.

**The Need for Relationship and Family Support in Scotland**

**Children of separated families have a higher probability of:**

* being in poverty and poor housing
* being poorer as adults
* behavioral problems
* performing less well at school
* needing medical treatment
* becoming sexually active, pregnant, or a parent at an early age
* high levels of smoking and drinking, and drug use during adolescence and adulthood
* losing contact with their father, especially if there is continued conflict between parents

**Factors affecting outcomes:**

* couples are more likely to stay together if they receive counselling at an early stage
* divorce is painful, stressful and financially costly
* a high level of separation rate results in a significant rise in housing demand
* parental ability to recover from distress of separation affects children's ability to adjust
* multiple changes in family structure increase the probability of poor outcomes
* quality contact with the non-resident parent can improve outcomes

**Policy Implications**

1. Early intervention is needed to help couples work through their problems and give them the best opportunity to stay together.
2. Support for parents to deal with the distress of separation is needed to enable them better to help the children.
3. Information needs to be provided for parents that states separation does not necessarily lead to adverse effects, but that factors such as conflict can be detrimental for their children.
4. Support services should facilitate the continuing involvement of non-custodial parents in their children's lives (except where protection from abuse/violence is necessary).
5. Relationship and family support services need to be available in every community across all of Scotland.

**The Services We Provide**

We support Member Services to provide a wide range of services including:

* Relationship Counselling
* Family Mediation
* Child Contact Centres including Supported and Supervised Child Contact
* Sex and Relationship Therapy
* Children and Young People’s Counselling
* Parenting Apart sessions
* Family Therapy

We provide training for Counsellors, Mediators and Supervisors

**References**

Childline (1998). *Unhappy Families, Unhappy Children*.

McLean, Mavis (2004). *Together and apart: Children and parents experiencing separation and divorce*. Joseph Rowntree Foundation Ref 314

Reynolds, Jenny (2001) *Not in Front of the Children.* One Plus One Marriage and Partnership Research.

Rodgers, Bryan and Pryor, Jan (1998). *Divorce and Separation – The Outcomes for Children.* Joseph Rowntree Foundation Ref 6108

Smith, Noel and Middleton, Sue (2007). *Poverty Dynamics Research in the UK*. Joseph Rowntree Foundation Ref 2041

Walker, Janet (1995) *The Cost of Communication Breakdown*. Relate Centre for Family Studies University of Newcastle on Tyne.

**Summary of Key Terms and Conditions**

Sessional, including weekend working

Salary RS Scale 33

£31,674 (pro-rata)

30 day Annual Leave (pro-rata)

7 Public Holidays (pro-rata)

Hours

The post is contracted for 96 hours for direct teaching and 48 hours for preparation of materials, meetings and consultancy. Online teaching days will be 6 hours including set up time. There is an additional payment for marking case studies.

Teaching will be online using the Zoom platform or potentially at Relationships Scotland’s National Office at 18 York Place, Edinburgh.

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.

You will receive more information on automatic enrolment when you join, and you will be given the option to opt out.

**Job Advert**

**Sessional Tutor**

**Certificate in Couple Counselling**

***(16 training days over a 1-year period*)**

Salary £31,674 (pro rata)

Relationships Scotland is the largest provider of relationship counselling in the country and is the sister organisation of Relate. We support the provision of Counselling, Family Mediation and Child Contact Centres through a network of 21 Member Services across Scotland. We are looking for a highly motivated and skilled counselling trainer to work in the role of Sessional Tutor.

This post is for the next delivery of the Certificate in Couple Counselling (Cert CC), anticipated to begin in April 2021. The Cert CC is a specialist course to train qualified counsellors to work with couples and relationships. It is one of our core training courses and is COSCA validated. It is expected that the course will be delivered online initially. It may move to in person delivery at Relationships Scotland’s National Office in Edinburgh, depending on the restrictions due to the Covid 19 pandemic.

For further information and to receive an application pack email:

[recruitment@relationships-scotland.org.uk](about:blank)

or go to the website: [https://www.relationships-scotland.org.uk/about-us/work-for-us](about:blank)

**Please email completed applications marked Private and Confidential to:**

[recruitment@relationships-scotland.org.uk](about:blank)

**If you are unable to email your application, please send it to:**

Recruitment – Cert CC

Relationships Scotland

18 York Place Edinburgh

EH1 3EP

Completed applications must be received by **5pm on Friday 18th December 2020.** Interviews will take place during the week of **18th January 2021.**

If you would like an informal discussion about this post please email your contact details to [recruitment@relationships-scotland.org.uk](about:blank) and Janet Brown, Course Director will call you back.

**Scottish Charity Number SC038683**

**Certificate in Couple Counselling - Course Dates 2021**

It is expected that this course will be delivered online initially as a result of the Covid 19 restrictions. It may transition to in person delivery when this is feasible and within government guidelines.

|  |  |
| --- | --- |
| Module 1 17 & 18 April & 22 May 2021  Module 2 19 & 20 June 2021  Summer Break  Module 3 18 & 19 Sept, 23 & 24 Oct 2021  Module 4 20 & 21 Nov 2021 | Christmas Break  Module 5 29 & 30 Jan, 12 Feb 2022  Module 6 12 & 13 Mar 2022 |

Please refer to the Course Prospectus for more information on the structure and content of the course.

https://www.relationships-scotland.org.uk/about-us/training-and-cpd

Job Description

Overall Purpose of the Role:

To work with the Course Director to deliver the course within the required standards and criteria

Tasks

* To prepare and deliver training sessions as co-tutor, as agreed with the Course Director
* To facilitate teaching and learning in both the large and smaller groups
* To assess students’ progress and give feedback, both verbal and written
* To mark students assignments that are double marked
* To participate in preparation and de-brief meetings and consultation meetings as needed
* To attend the COSCA Trainers day or equivalent
* To work towards COSCA Trainer Accreditation if not holding this qualification

Person Specification – Qualifications, Skills, Experience and Personal Qualities

This post is for an experienced couple counsellor who also has training / teaching experience

* Diploma in Relationship Counselling or equivalent
* Training or teaching qualification, ideally holding COSCA Trainer Accreditation
* Member of appropriate professional body
* In current practice as a couple counsellor
* Experience as a couple counsellor, ideally more than 5 years
* Experience as a trainer or teacher, including designing and delivering professional courses
* Ability to use authority as a trainer to promote the safety of the student / group
* Excellent communicator – both verbally and in writing
* Good organizational skills and a professional approach
* Working knowledge of Microsoft Office programs
* A strong internet connection and access to a computer with a camera and good speakers.
* A confidential space to work in when delivering the training online

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.

Please 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 job applicants with additional support needs.

Equal Opportunities Monitoring

We would be grateful if you would complete the Equal Opportunities Monitoring Form which helps us to measure the effectiveness of our Equality and Diversity Policy. The information provided by you is not used as part of the selection process – all monitoring forms are separated from the application on receipt and processed separately. Those involved in short-listing and interviewing will not have access to the monitoring forms.

Completing the Application Form

Please read the information thoroughly i.e. the advertisement, dates and task descriptions 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 that lists 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?

Please complete your form electronically, or use black ink, as this will ensure that when we copy 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.

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.

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.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Application Form | | |  | | | | |
| Thank you for your interest in working with Relationships Scotland. Please complete this form and email it to: recruitment@relationships-scotland.org.uk  **If you are unable to email your application, please send it marked Private and Confidential to:**  Recruitment – Cert CC  Relationships Scotland  18 York Place  Edinburgh EH1 3EP  Please note that 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.  Note that the Equal Opportunities Monitoring Form will be de**tached** from 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 (if applicable)?: | | | | | | |

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

**EDUCATION**

# OFFICE USE ONLY

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 |
|  |  |  |
|  |  |  |
|  |  |  |

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.

**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 role.

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 will be detached from the rest of your application before shortlisting**.

All information given is confidential under the Data Protection Act and will be used anonymously solely for monitoring the diversity of our recruitment process.

Please complete as much of the form as you feel is appropriate, please remember this is entirely voluntary.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **1 Age** | | | | | | **2 Gender** | |
|  | 16-19 |  | 30-39 |  | 50-64 |  | Male |
|  | | | | | | | |
|  | 20-29 |  | 40-49 |  | 65+ |  | Female |
|  | | | | | |  | |
|  | Other (specify) |
|  | |
|  | Prefer not to say |

**3 Are you, or have you ever identified as Transgender?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Yes |  | No |  | Prefer not to say |

|  |  |  |  |
| --- | --- | --- | --- |
| **4 Sexual Orientation** | | | |
|  | Heterosexual |  | Bisexual |
|  | | | |
|  | Gay |  | Other, Please specify |
|  | | | |
|  | Lesbian |  | Prefer not to say |

**5 Ethnic Origin**

**White:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | |  | | | | | | | | | | |
|  | Scottish |  | | | | | | | |
|  |  |  | | | | | | | |
|  | Other British |  | | | | | | | |
|  |  |  | | | | | | | |
|  | Irish |  | | | | | | | |
|  |  |  | | | | | | | |
|  | Other White background. Please specify......................................... | | | | | | | | | | | | | | |
|  |  |  | | | | | | | |  | | | | | | |
|  | | | | | | | |  | | | | | | | | | |
| **Asian, Asian Scottish or Asian British:-** | | |  | | | | | | | | |
|  | Pakistani | | |  | | | | | | | | |
|  |  | | |  | | | | | | | | |
|  | Indian | | |  | | | | | | | | |
|  |  | | |  | | | | | | | | |
|  | Bangladeshi | | |  | | | | | | | | |
|  |  | | |  | | | | | | | | |
|  | Chinese | | |  | | | | | | | | |
|  |  | | |  | | | | | | | | |
|  | Other Asian background. Please specify......................................... | | | | | | | | | |  | |
|  | | | | | | | |  | | | | | | | | | |
| **Black, Black Scottish or Black British:-** | | | | |  | | | | | | | | |
|  | African | | | | |  | | | | | | | | |
|  |  | | | | |  | | | | | | | | |
|  | Caribbean | | | | |  | | | | | | | | |
|  | | | | |  | | | | | | | | |
|  | Other Black background. Please specify........................................... | | | | | | | | | | | | | |
|  | | | | | | | | |  | | | | |
| **Other Ethnic Group:-** | | | | | | | | |  | | | | |
|  | Other ethnic group. Please specify.................................................... | | | | | | | | | | | |  | |
|  |  | | | | | | | | | | | |  | |
|  | Other mixed background. Please specify.......................................... | | | | | | | | | | | |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **6 Work Status** | | **7 Personal Income** | |
|  | Employed F/T |  | £0-£12,000 |
|  | | | |
|  | Employed P/T |  | £12,000-£20,000 |
|  | | | |
|  | Self Employed |  | £20,000 - £30,000 |
|  | | | |
|  | Unemployed |  | £30,000 - £40,000 |
|  | | | |
|  | Full time carer |  | £40,000 - £50,000 |
|  | | | |
|  | Student |  | Over £50,000 |
|  | | | |
|  | Retired |  | Prefer not to say |
|  | | | |

|  |  |
| --- | --- |
| **8 Do you consider yourself to have a Disability or Additional Support Need?** | |
|  | Yes |
|  | |
|  | No |
|  | |
|  | Prefer not to say |

|  |
| --- |
| If there is anything we can do to enable you to make the most of your application please do ask and we will do our best to accommodate you. |
|  |

**Thank you for your assistance**