



### Job Description

<b>Post Title</b>	Learning and Development Service Coordinator and Therapist
<b>Location/Base</b>	Respond, 24-32 Stephenson Way, London, NW1 2HD and other as advised
<b>Accountable to</b>	CEO
<b>Responsible for</b>	Trainers, consultants, volunteers and interns as appropriate
<b>Salary</b>	£35,838 FTE 4 days per week (must include Mondays)

**Job Summary/Purpose:**

**Main responsibility**

Respond is the leading national voluntary sector organisation in providing psychotherapy for people with learning disabilities or autism. An important part of our ethos is to disseminate our learning and experience to other professionals across the country through Learning and Development, consultation and clinical supervision. This post requires an experienced therapist and trainer to develop and oversee the delivery of the Respond Learning and Development Service programmes and provide weekly psychotherapy for 2 – 3 clients with learning disabilities or autism.

*As duties and responsibilities change, the role profile will be reviewed and amended in consultation with the postholder.*

### Main Duties & Responsibilities

Heading	Duty/Responsibility
<b>To develop the professionals Learning and Development programmes,</b>	To audit what material/written courses already exist within Respond. To scope further need, content, audience reach, Learning and Development materials, range etc  To develop and insure delivery of current and new programmes of Learning and Development as identified.
<b>To support other therapists in Respond to become trainers</b>	To build capacity amongst the therapists that are interested in becoming Respond trainers and find out which courses they can run and identify and chart availability. To clarify the role of the Respond trainer and the responsibilities of this role. To run 'train the trainer' sessions regularly within Respond to keep the Learning and Development skills of the staff developing.

<b>To develop a team of associate trainers and supervisors</b>	To audit the current freelance trainers and identify any others. To form a more formal group of associate trainers and supervisors, to devise contracts and ways of working and to implement this.
<b>To be responsible for the delivery of the professionals learning and development programme</b>	To market Respond's training, consultation and clinical supervision programme. To be responsible for managing all enquiries and seeing these through to delivery including evaluation and invoicing. This includes both the allocation of work as well as when appropriate the delivery.
<b>To collate, analyse and report on Learning and Development evaluation and participant follow up to gauge impact</b>	To design and implement an evaluation and impact framework and to have responsibility for ensuring that this is effective.  To be responsible for reporting on impact to the Senior Management Team, The Board of Trustees and Funders.
<b>To carry a small clinical case load</b>	To provide weekly psychotherapy for two to three clients with learning disabilities and/or autism
<b>To provide consultation &amp;/or supervision to external professionals</b>	To compile a list of availability of therapists who can provide consultation or clinical supervision from within Respond including the associates. To manage requests for this service.
<b>To participate in clinical supervision, team meetings and team dynamics</b>	To participate in weekly clinical supervision, this includes presenting own clinical work as well as contributing reflecting thinking on the clinical presentations of other therapists.  To participate in monthly team meetings and facilitated team dynamics sessions
<b>To coordinate the administrative support to the Learning and Development Service,</b>	Manage the bookings, inquiries and invoicing.  Keeping the learning and development page of the Respond website up to date in partnership with respond's admin team.
<b>To promote and market the Learning and Development programmes to existing and potential audiences</b>	Through social media, the website and where appropriate leaflets and fliers as well as networking and attending relevant events and meetings

<p><b>To assist in the development of an online library and set of teaching tools</b></p>	<p>This is often in partnership with other Respond services and/or external partner agencies.</p>
<p><b>Supporting the effective operation of the organisation</b></p>	<p>Taking part in regular extended management meetings. Providing reports to funders, SMT and the Board. Ensuring that all work is invoiced in a timely manner. Ensuring that all policies and procedures are adhered to.</p>
<p><b>To operate within Respond's defined policies and procedures</b></p>	<p>To avoid unlawful discriminatory behaviour and actions when dealing with colleagues, service users, members of the public and all stakeholders.</p> <p>To access only information (where paper, electronic or in another media) which is authorised to you as part of the duties of your role.</p> <p>Take reasonable care of the health and safety of self and others, recognising persons who may be affected by your acts or omissions at work and to co-operate with Respond in adhering to statutory and safety regulations.</p> <p>To ensure day to day activities embrace sustainability and reduce the impact upon the environment by minimising waste and maximising recycling, saving energy, minimising water usage and reporting electrical faults, water leakages, or other environmental concerns to the Office Manager or their line manager.</p>
<p><b>Equality and Diversity</b></p>	<p>Treat everyone equally and with dignity and respect and ensure self and services practice these values.</p> <p>Recognise and value diversity in the workforce, by promoting anti-discriminatory behaviour and delivering an equitable culture, positively challenging any gaps in the service.</p> <p>Carry out all duties and responsibilities of the post in accordance with Equal Opportunities, Equality and Diversity and dignity in care/work policies and principles.</p> <p>Remain professional at all times, promoting positive behaviour at all times with colleagues, services users, members of the public and all stakeholders.</p> <p>Maintain information governance and confidentiality standards and ensure communication to anyone inside or outside Respond, information relating</p>



	to services users, staff, contractors or any information of a commercially sensitive nature, is done within the strict guidance of information governance procedures and legislation.
<b>Additional responsibilities</b>	Undertake any other relevant duties as identified by the Respond's CEO.  Understand Respond's strategic goals and values and how you can support them.

### **Further Information for Post holder(s)**

This job description is not exhaustive, but is intended to give an overall picture of the role. Other duties within the general scope of the post may be required from time to time. The duties of the post and job description can be reviewed through the agreed process. All information obtained or held during the post-holder's period of employment that relates to the business of Respond and its service users and employees will remain the property of Respond. Information may be subject to disclosure under legislation at Respond's discretion and in line with national rules on exemption.

**Person Specification**

<b>Post Title</b>	Learning and Development Service Coordinator and Therapist
<b>Location/Base</b>	Respond Clinic, and other as advised
<b>Accountable to</b>	CEO
<b>Salary</b>	£35,838 FTE, 4 days a week must be available to work Mondays.
<b>Job Summary/Purpose:</b> <b>Main responsibility</b> To develop and deliver the Respond Learning and Development Service programmes and provide weekly psychotherapy for 2 – 3 clients with learning disabilities or autism.	

<b>Essential Criteria</b> - The qualities without which a post holder could not be appointed.	<b>Desirable Criteria</b> - Extra qualities which can be used to choose between candidates who meet all the essential criteria	<b>How Assessed –</b> <b>AP</b> = Application form <b>IN</b> = Interview <b>P</b> - PRESENTATION
<b>Education / Qualifications</b>		
<ul style="list-style-type: none"> <li>Registered with HCPC, BACP, UKCP or BPC.</li> <li>Relevant qualification and experience as required for working with people with learning disabilities.</li> <li>Evidence of post accreditation/registration or further professional development in relevant fields.</li> <li>A professional degree or equivalent experience / qualification and evidence of further relevant short courses essential to the post.</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of ongoing professional development including delivery of therapeutic interventions.</li> <li>A qualification in Clinical Supervision</li> <li>A qualification in providing training or education</li> </ul>	AP  IN  AP  AP

<b>Knowledge / Experience</b>		
<ul style="list-style-type: none"> <li>• Experience of working with service users in the health and social care field in in-patient, community, or criminal justice setting</li> <li>• Have experience of working with people with learning disabilities</li> <li>• Understanding of the core issues of Abuse and Trauma and its effect upon people with learning disabilities and their families.</li> <li>• Ability to set up and facilitate Learning and Development</li> <li>• Experience of supervising or line managing staff or volunteers.</li> <li>• Experience of actively working as part of a MDT to achieve shared goal</li> <li>• Ability to work as part of a team</li> <li>• Experience of maintaining quality standards in one's own work and encouraging others to do so in theirs</li> <li>• Experience of commitment to dissemination of good practice</li> <li>• Confidence in public speaking and networking</li> <li>• Awareness of Key Performance Indicators to support the achievement of targets</li> <li>• Knowledge of equal opportunities legislation</li> <li>• Awareness of policies and procedures in relation to confidentiality, information sharing and child and vulnerable adult protection and safeguarding</li> <li>• Understanding of the challenges of learning disability services</li> <li>• Experience working with psychological therapy provision/psychological therapists.</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of different therapeutic modalities and a willingness to integrate different treatment approaches</li> <li>• Two years' experience of providing psychotherapy to people with learning disabilities and/or autism</li> <li>• Understanding issues of working in the voluntary sector</li> <li>• Experience of participating within a clinical supervision model</li> <li>• Good working knowledge of attachment, systemic and psychodynamic theory</li> <li>• Theory and trauma theory</li> <li>• Ability to run training courses for professionals working with people with learning disabilities</li> </ul>	<p>AP, IN, P</p> <p>AP</p> <p>AP, IN</p> <p>AP, IN</p> <p>AP, IN, P</p> <p>AP, IN, P</p> <p>AP, IN, P</p>

<b>Skills and Abilities</b> - to be able to complete the duties as laid out on the Job Description		
<ul style="list-style-type: none"> <li>• Ability to motivate others in orders to achieve service objectives</li> <li>• Ability to communicate with a wide range of other professionals, service users and members of the public</li> <li>• Ability to organise workload and present information in an effective and professional manner</li> <li>• IT skills and ability to use Microsoft word, internet and email</li> <li>• Motivated to work towards creating a safe, open and trusting environment</li> <li>• Commitment to one’s own professional development</li> <li>• Ability to write and edit accessible reports for a range of professionals</li> <li>• Ability to work in a pressured and changing environment</li> <li>• A capacity to work with parents at different levels to strengthen the therapeutic work with young people</li> <li>• An understanding of work dynamics.</li> </ul>		AP, IN, P in all
<b>Other Requirements</b> - to be able to complete the duties as laid out on the Job Description		
<ul style="list-style-type: none"> <li>• Proven ability to create effective working relationships</li> <li>• Assertive and confident team player</li> <li>• Demonstrate a willingness to be flexible, proactive and adaptable to meet changing and competing service demands</li> <li>• Commitment to continuous professional development (CPD)</li> <li>• Ability to be flexible to requirements</li> <li>• Punctuality and good attendance record</li> <li>• Be able to travel as part of the job role</li> </ul>		AP, IN, P in all

**Date Developed:      January 2018**