

ROWAN COSCA Certificate Trainer Opportunity

Rowan Consultancy enables people to lead more satisfying lives, by working in partnership with them to increase self-awareness, knowledge and skills - benefitting individuals, relationships, teams, workplaces and society. We support personal and organisational growth through a holistic range of services including counselling, training, coaching, mediation, supervision and facilitation.

We are currently recruiting a lead trainer, who will deliver the COSCA Certificate in Counselling Skills at our premises in Perth.

To be successful in this role you will be an experienced counsellor and trainer. You will be able to work independently or with a co-trainer, in accordance with Rowan's method for delivering the COSCA Certificate of Counselling Skills, whilst bringing your own unique approach to the delivery of the course.

Rowan Culture

Rowan's culture is ethical, environmentally friendly, organic, democratic, familial, fair-trade, flexible, open and honest. Rowan's culture has sustainable growth, high-quality services and transparent high standards.

Job Description

Job Title: Lead Trainer, COSCA Certificate in Counselling Skills

Responsible to: Rachel Weiss, Senior Partner

Location: Perth

Hours: 5 modules per year, each consisting of 6 days training and 1 marking day. Delivery is on Tuesdays, 9.30-3.30pm.

Dates: course dates are available on our website under http://www.rowan-consultancy.co.uk/Training/course_calendar1

Pay: £155 for each training day which you deliver solo. £132 for each training day which you co-deliver. This includes all preparation and travel. Attendance at meetings is paid at £10 per hour. Marking days paid at the same rate.

Status: This is a freelance, sessional post. You will be an independent contractor, not an employee or a worker, so there is no sick pay or holiday pay.

Start date: We hope that you will be able to start co-delivering our August 2017 Module 1, and then co-deliver our October Module 1, followed by Modules 2,3 and 4 in 2018. If you are not able to start until the October Module, we would still welcome your application.

Purpose of role

To deliver the COSCA Certificate in Counselling Skills to Rowan students to the standards of COSCA and Rowan.

Organisational structure

Rowan is a family-run partnership. The Senior Partner is responsible for the day-to-day running of the business and is also Head of Training, Coaching and Mediation. There are four part-time employees: two office managers, a finance administrator and the Head of Counselling. We have about 50 self-employed counsellors working for us on a sessional basis throughout the UK.

Main duties and responsibilities for Lead Trainer

- i) Deliver the COSCA Certificate 9.30am-3.30pm on Tuesdays at Rowan Consultancy for 5 modules per academic year (2 x Module 1 and 1 x Modules 2, 3 and 4). Dates to be agreed by trainer and Senior Partner.
- ii) Deliver using the Rowan materials and in the Rowan way, but being free to adapt and be creative within these guidelines.
- iii) Attend case management and Rowan module meetings. Case management is once per module. Module meetings are twice a year.
- iv) Ability to give supportive yet challenging feedback to students on practical and written work
- v) Assess students' written and practical work against learning outcomes of the course. Assignments are submitted after the 5th day of each module and are marked in the fortnight between the 5th and 6th days of each module, at a time of your choosing.
- vi) Arrange your own training supervision, in accordance with COSCA regulations, with a supervisor whose suitability is agreed with Rowan.

You will have a group of 6-11 students. If we have more than 11 students we use two trainers. As part of your induction, you will co-train with an existing Rowan trainer for the first cohort, regardless of the number of students. After induction, you will deliver solo, except when there are more than 11 students.

Person Specification

	Essential	Desirable
Skills		
Ability to present course content in ways which are accessible to different learning styles	√	
Enthusiasm for training people in counselling skills	√	
Experience		
Delivering the COSCA Certificate in Counselling Skills		√
Delivering training in people skills	√	
Knowledge		
Theory of training	√	
Group dynamics	√	
Qualifications and Training		
Diploma in Counselling	√	
COSCA Trainer accreditation or a commitment and plan to acquire this within 18 months of being appointed.	√	
Accreditation as a counsellor or a commitment to acquire this within 12 months of being appointed	√	

Accessibility

Unfortunately our training premises are up several flights of stairs with no lift, and thus not accessible to all.

How to Apply

Please provide:

- a statement in support of your application, indicating why you want to work with Rowan, what you enjoy about delivering counselling training, and your approach to design, delivery and assessment.
- details of two referees (name, position, organisation, telephone and email address), whom we may contact before interview - preferably ones who can comment on your training.
- your CV

Email the above to rowan@rowan-consultancy.co.uk by **12 noon on June 7th 2017**.

Interviews will take place at Rowan on **Tuesday June 13th**. When the post is offered, it will be subject to satisfactory references and documentation.

If you have any queries about this exciting opportunity, please contact Rachel Weiss, Head of Training, on 01738 562005 or Rachel.Weiss@rowan-consultancy.co.uk to discuss further.

Rowan is an equal opportunities employer, as much as is reasonably possible for us. We welcome diversity in our workforce and rejoice in our differences, whilst adhering to our shared values and aims.