

## Counselling Qualifications Professional

This exciting role at CPCAB is an ideal opportunity for career progression for a skilled and experienced counselling tutor, who is looking to make a significant contribution to the wider world of counselling education. This role is available as either a fully remote or a blended working position.

The suitable candidate will be a recent or current CPCAB tutor and counselling professional, with a solid understanding of the CPCAB qualification structure, and the ability to support tutors and centres with the delivery of their qualifications.

Responsibilities of the role include:

- Approving centre and qualification applications
- Coordinating the assessment and moderation of counselling qualifications
- Planning and facilitating standardisation and other training events
- Liaising with centres and tutors to support quality delivery of CPCAB qualifications
- Reviewing and revising qualification structure and content in line with changes in the counselling and educational landscape.

The role is offered at four/five full days a week, the FTE is £36,000 per annum. Interested candidates are invited to review the job description and submit a CV and covering letter to [jobs@cpcab.co.uk](mailto:jobs@cpcab.co.uk). We are actively interviewing as we receive suitable applications so to ensure you don't miss out, apply now!

It is important to note that due to management of conflicts of interest, the successful candidate cannot remain employed at a current CPCAB centre while in this role.

For more information, or an informal chat about the role contact [liz@cpcab.co.uk](mailto:liz@cpcab.co.uk)

	<b>Job description:</b> <b>Counselling Qualifications Professional</b>
<b>Reporting to:</b>	Counselling Qualifications: Team Leader
<b>Responsible for:</b>	N/A
<b>Team:</b>	Counselling Qualification Professionals Team
<b>External contacts:</b>	<ul style="list-style-type: none"> <li>• Centre staff</li> <li>• External verifiers</li> <li>• External assessors and moderators</li> <li>• Candidates</li> </ul>
<b>Purpose:</b>	To have accountability for the efficient running of CPCAB qualifications, including supporting delivery, assessment and quality assurance processes. To provide effective support to centres ensuring that they are enabled to deliver high quality qualifications. To utilise knowledge of education and therapeutic work to inform and update CPCAB qualifications.

<b>Responsibilities:</b>	
	<ul style="list-style-type: none"> <li>• Process applications for centre/qualification approval, including tutor CVs and course design</li> <li>• Carry out the annual review of CPCAB qualifications, recommending changes, and revising documentation</li> <li>• Work cross-departmentally to support the External Assessment operations of CPCAB qualifications, including:             <ul style="list-style-type: none"> <li>○ Standardising assessors/moderators</li> <li>○ Reviewing assessor performance and providing feedback</li> <li>○ Reporting on assessment windows</li> <li>○ Addressing assessment issues</li> <li>○ Updating External Assessment materials</li> <li>○ Providing centre feedback on External Assessment outcomes</li> </ul> </li> <li>• Work cross-departmentally to support the Quality Assurance operations of CPCAB qualifications, including:             <ul style="list-style-type: none"> <li>○ Designing and delivering Tutor Standardisation activities</li> <li>○ Carrying out QA activities where required e.g. Independent Verification, External Verification</li> <li>○ Providing specialist input to Qualification Standards and Complaint panels</li> </ul> </li> <li>• Support the design and development of Tailormade Qualifications and CPCAB endorsed CPD where required</li> <li>• Answer enquiries, and providing effective support to centre staff, tutors and candidates via telephone, email, video call, in-person visits</li> <li>• Contribute to the development of QS processes, attending meetings when required</li> <li>• Undertake development project work as specified</li> <li>• Deliver CPCAB webinars, CPD events, and training sessions as required</li> </ul>
<b>Contingency</b>	<p>Those taking responsibility for the smooth running of these responsibilities during periods of absence of the main role holder are:</p> <p>Other CQPs as lead by the CQP: Team Leader and Qualification Service Manager who can support ongoing work</p>

To meet the needs of the business this job description may be updated or amended, and the individual working in this role will be required to complete all reasonable duties as would be expected with this type of role, as directed by a manager.

## Person Specification

Criteria	Essential	Desirable
Educated to degree level 6 or equivalent	✓	
Experience of delivering CPCAB counselling programmes at minimum Level 4	✓	
Ability to make professional judgements	✓	
Experience as a counselling practitioner and supervisor	✓	
Experience as an assessor	✓	
Experience as a verifier/moderator		✓
Evidence of relevant CPD/recent or current therapeutic practice	✓	
Ability to work autonomously	✓	
Self-motivated	✓	
Excellent verbal and written skills	✓	
Attention to detail	✓	
Understanding of education standards, principles of assessment and qualification structures	✓	
Understanding of current counselling landscape and regulatory bodies	✓	
Collaboration skills and working effectively in a team	✓	
Demonstrate exceptional standards of confidentiality and integrity	✓	
Flexible and approachable	✓	

Your job description has been mapped to the [General Conditions of Recognition](#) of CPCAB's regulators. Your line manager will discuss your responsibilities in relation to this section following your initial training.

B6, B7, B8, C2, D1, D2, D3, D4, D5, D6, D7, D8, E1, E2, E3, E4, E5, E6, E7, E8, E9, E10, G1, G2, G3, G4, H1, H2, H3, H4, H5, I1, I2