

## **ROWAN COSCA Certificate Trainer Opportunities**

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 trainer, who will deliver the COSCA Certificate in Counselling Skills at our premises in Perth and/or online over an academic year. The sessions could be held on weekday evenings, weekends or weekday daytime at your preference.

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, creative, optimistic, flexible, supportive, open and honest. Rowan's culture has sustainable growth, high-quality services and transparent high standards.

### **Job Description**

**Job Title:** Trainer, COSCA Certificate in Counselling Skills

**Responsible to:** Rachel Weiss, Head of Training

**Location:** online and/or face-to-face in our Perth city-centre premises

**Hours:** 4 modules per academic year

**Dates:** to be agreed between Rowan and the trainer

**Pay:** £80 for each Unit ie evening or half day, 3 hours. This includes all preparation, case management, and communication with students, except for interviews which are paid at £32 per student and Information Sessions and Inductions Sessions at £32 per hour.

Attendance at meetings is paid at £10 per hour.

£160 per marking day per module to cover 6 assignments, additional assignments are paid at £25 per assignment.

So if you deliver a module to 12 students, you would be paid £1504 per module ie £6012 for the whole Certificate over a year.

**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 delivering Module 1 in August or September 2021 if delivering 3 hours per week, or in October if 6 hours per week.

### **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 six employees: three office managers, a finance administrator, a marketing person and the Head of Counselling. We have over 50 self-employed counsellors working for us on a sessional basis throughout the UK, 5 coaches and 3 COSCA trainer posts. We are currently looking to fill 2 of these COSCA trainer posts: one online (pending validation from COSCA) and one face-to-face in Perth.

### **Main duties and responsibilities for Trainer**

- i) Deliver the COSCA Certificate 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 trainers' meetings.  
Case management is once per module. Trainers' meetings are twice a year.
- iv) 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 usually submitted by the 10<sup>th</sup> Unit of each module and are marked in the fortnight between the 10<sup>th</sup> and 12<sup>th</sup> Units, at a time of your choosing, so that students receive your feedback before giving their presentation in Unit 12.
- 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 usually 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**

	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>		
Ability to present course content in ways which are accessible to different learning styles	√	
Enthusiasm for training people in counselling skills	√	
<b>Experience</b>		
Delivering the COSCA Certificate in Counselling Skills		√
Delivering training in people skills	√	
<b>Knowledge</b>		
Theory of training	√	
Group dynamics	√	
<b>Qualifications and Training</b>		
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	√	

## **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, how you meet the above criteria 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 [RachelWeiss@rowanconsult.co.uk](mailto:RachelWeiss@rowanconsult.co.uk) by Monday June 7<sup>th</sup>.

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](mailto: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.