

## **Job Description**

### **PROGRAMME LEADER THEOLOGY AND COUNSELLING PROGRAMME**

**Reports to:** Academic Dean  
**Key relationships:** Academic Dean, Principal, Theology and Counselling faculty members, Programme Administrator, Executive Team members, Programme Leaders and Students  
**Location:** LST, Green Lane, Northwood, HA6 2UW

#### **Job Summary**

Responsibility for the efficient and effective delivery of the Theology and Counselling programme, and any other programmes added to this area, in compliance with LST's Validation Agreement with Middlesex University, the British Association for Counselling and Psychotherapy (BACP), and LST's policies, processes and practices.

1. Leadership and management
  - Model: live and lead in a way that provides a model for employees and students
  - Vision: in active consultation with the theology and counselling faculty members and the Academic Dean develop, maintain and cast a vision for the delivery of the best programmes possible to meet the changing needs of students
  - Staff: care for, lead and manage the contracted and visiting lecturers for their wellbeing and the effective delivery of the programmes
  - Management: attend to decisions and administration for the development and efficient running of the programme in the context of and in cooperation with the wider LST institution
  - Line manage the manager of the REMA Counselling Centre.
2. Teaching and supervision
  - Maintain a level of teaching, including, tutorials, seminars, clinical practice groups and process groups, agreed each year with the Academic Dean
  - Supervision of L6 projects
  - Supervision of L7 and L8 research students as opportunity and time permit.
3. Research
  - Develop and maintain an ongoing personal research programme that makes a novel contribution to a field.
4. Ambassadorial
  - Due to the specialist nature of theology and counselling programmes, in active and creative cooperation with other sectors of LST, take an active role to help ensure productive promotional routes are pursued in the recruitment of students
  - As opportunity and time permit engage in conversations and networks that increase the public profile of the programmes and enrich their value.

## Key Tasks

The following key tasks are indicative of the role, rather than exhaustive, and tasks may be amended in response to changing requirements or in line with the skills and experience of the post-holder.

- Responsible to the Academic Dean for all that is necessary for the efficient and effective delivery of the theology and counselling programmes.
- Maintenance and Development of relationships with professional accrediting bodies such as the BACP and the Association of Christian Counsellors (ACC).
- In the first year of appointment the post-holder will need to lead the process of revalidating the programmes
- Ensure the theology and counselling programmes maintain their various accreditations
- In consultation with the Academic Dean, responsible for the oversight of the professional development of contracted and visiting lecturers
- Maintain at least minimal clinical practice to satisfy the requirements of the BACP
- Professional and clinical oversight of students in line with BACP accredited course standards
- Oversee the assignment of teaching, project supervision, and marking for the programmes
- On-campus and online teaching and module leadership
- First marking of modules taught and moderating of equivalent modules within the required timeframe
- Attendance at and active participation in the Academic Board
- Publishing peer reviewed research
- Oversight of the theology and counselling budget
- Chair Programme Boards
- Chair regular faculty meetings
- Cooperate with those producing the annual timetables
- Full participation in School committees as required
- Conduct weekly LST-wide tutorials
- Basic pastoral care of students
- Cooperate with the Engagement Team so that prospective students are interviewed effectively and in a timely manner
- Full participation in weekly Chapel and community prayer groups
- Attendance at School events such as Graduation Day, Open Days, Away Days and the Laing Lecture
- Availability for day-time lectures, termly weekend residential and occasional evening classes and conferences
- Any other reasonable duties as required by the Academic Dean.

## Person Specification

<b>Qualifications</b>	<b>Essential (E) Desirable (D)</b>	<b>Demonstrated at Application (A) Interview (I)</b>
PhD in a relevant subject	D	A
A qualified and practising psychotherapist, and be accredited with the BACP or equivalent professional body	E	A
A theological qualification and an ability to teach to an advanced level, covering a range of subjects and modalities relevant to the integration of theology and counselling training	D	A

<b>Skills, experience and knowledge</b>		
Knowledge of psychodynamic theory and practice	E	A and I
Proven track record and demonstrable ongoing professional development	E	A
Proven track-record in inspiring, effective team leadership	E	A
Lecturing experience or a qualification, or both, in lecturing at Higher Education level	D	A
Ongoing and viable programme of research	D	A and I
Proven track record of research or demonstrable capacity for carrying out research	D	A
Thorough working knowledge of Microsoft Office, particularly Outlook, Word, Excel and PowerPoint	E	A and I
Ability to integrate the disciplines of theology and counselling	E	A and I
<b>Personal attributes</b>		
A person whose life and character reflects the character of Jesus Christ	E	A and I
Able to respond well to direction and correction	E	A and I
Highly collegial	E	A and I
Ability to work as part of a team	E	A and I
Enthusiastic, proactive and uses initiative	E	A and I
Calm, efficient and polite manner; able to work under pressure without losing these qualities	E	A and I
Excellent oral and written communication skills	E	A and I
Willingness to learn new skills	E	A and I
Ability to work in a changing and flexible organisation	E	A and I
Cheerful and willing attitude	E	I

### Terms and Conditions of Employment

Salary: £42,026 per annum (1.0 FTE).

Holidays: 27 days per annum plus public holidays for 1.0 FTE role and pro-rata accordingly.  
LST is closed between Christmas and the New Year and this is given as additional leave.

Pension: Eligible to join the School's pension scheme.

Notice: During the twelve month probationary period, one week's notice must be given in writing on either side. After this period, three months' notice must be given in writing on either side.

Date of appointment: it is intended that the postholder shall take up the post as soon as possible.

There is an occupational requirement for the postholder to be a practicing Christian in accordance with the Equality Act 2010: Part 1, Schedule 9.

It is a condition of employment that the postholder sign annually LST's Doctrinal Basis and maintain the key values outlined in its Ethos Statement.

**Application Process:**

Further information can be obtained from the HR Manager, Karen Minashi: [recruitment@lst.ac.uk](mailto:recruitment@lst.ac.uk)

Applicants should send the following to the HR Manager ([recruitment@lst.ac.uk](mailto:recruitment@lst.ac.uk)) as pdf documents attached to an email:

- An up to date CV
- A letter of application in which you specifically state how you meet each of the requirements of the Person Specification
- A 1,000-word personal reflection on and interaction with LST's Doctrinal Basis, and
- A list of the names of three referees, at least one being academic and one being from the applicant's minister or priest, should be submitted to:

The HR Manager  
London School of Theology  
Green Lane, Northwood  
Middlesex HA6 2UW  
England

**Email:** [recruitment@lst.ac.uk](mailto:recruitment@lst.ac.uk)

**Tel:** 01923 456000

**Deadline for receipt of applications:** 0900 hours, Thursday 20 August 2020

**Interview process:****Stage 1**

Interview date: Morning, Tuesday 8 September 2020

Interviews will take place by zoom.

Shortlisted candidates from Stage 1 will be invited to visit LST for Stage 2:

**Stage 2**

Interview date: Tuesday 29 September 2020

Shortlisted candidates will need to allow a day for interviews, meetings, to make a presentation on a specified topic, Chapel attendance and lunch.