

Role title: ACC Accreditation Assessor

Contractual Status: Self-employed contractor (Contract for Services)

Accountable to: Registrar of the Association of Christians in Counselling and Linked Professions (ACC), or their designated officer

Hourly rate: £25, to be invoiced monthly

Purpose of the Role

To assess applications for ACC accreditation in accordance with ACC and professional standards, ensuring adherence to established competencies, i.e., SCoPEd column B/C competences, in an ethical, fair, and consistent manner.

Organisational Context

As an assessor, you will play a vital role in upholding the quality of counselling standards, contributing to the credibility of ACC's accreditation processes within the profession, supporting counsellors who identify as Christian to demonstrate professional competence within the wider counselling and psychotherapy landscape.

Key Responsibilities

- Conduct thorough assessments of counselling accreditation applications, evaluating against specified criteria, including the ACC criteria for counselling training, counselling experience, reflections on areas of counselling practice, evaluation of the Churchill Framework, and the column B/C SCoPEd competences.
- Review applicants' counselling theory in practice essay, reflections on areas of clinical practice, evaluation of the Churchill Framework, and other supporting documentation in the light of the required criteria.

- Provide clear and detailed feedback to applicants on the outcome of their application, detailing any specific conditions that must be met by referencing the relevant column B/C competences, and/or recommendations for ongoing professional development, as well as offer brief feedback on areas of strengths/encouragements and areas for improvement in their submissions.
- Prepare for and attend online viva meetings with applicants where necessary. Following viva, discuss with the other assessor and agree/provide sufficient, detailed written feedback capturing joint agreement on the viva outcome.
- Review and assess resubmissions of accreditation applications.
- Attend occasional training sessions to stay up to date with ACC current accreditation standards, requirements and processes.
- Liaise with relevant ACC staff involved in the accreditation process.
- Maintain integrity, impartiality, and confidentiality throughout the accreditation assessment process.
- Identify and appropriately escalate any safeguarding concerns, in the rare circumstances where this may be necessary.

Skills and Qualifications

- Extensive experience in counselling or psychotherapy (at least 900 hours), with appropriate professional accreditation in a recognised organisation (e.g., ACC, BACP, UKCP, NCPS, etc) at Accredited or Senior Accredited level, or equivalent (e.g., Clinical/Counselling Psychologist or HCPC registered Art Therapist).
- Experience of working in more than one setting/context.
- Knowledge and understanding of the main counselling/psychotherapy modalities.
- In-depth knowledge of ACC's professional ethics and guidelines, policies and frameworks (e.g., SCoPEd).

- Ability to apply professional judgement in assessing risk.
- Strong analytical skills, with the ability to apply professional judgement to evaluate complex submissions and offer clear and constructive feedback.
- Ability to work independently and communicate effectively in writing and verbally.

Key Attributes

- Identify as a Christian and be accepting of [ACC's statement of faith](#).
- Attention to detail, and consistent and ethical thoroughness in conducting assessments.
- Empathy and emotional intelligence, particularly in providing sensitive feedback on applicants' personal/reflective writing.
- Commitment to conducting all aspects of the assessment process in an ethical, non-discriminatory manner, with integrity and professionalism in all interactions.
- Willingness to apply robust professional judgement in decision making and to set out a supporting rationale.

Values Alignment

- Work is carried out in a manner consistent with ACC's Christian ethos, values, and commitment to professional excellence.
- Professional membership of ACC is preferred, though not essential.

Compliance and Professional Conduct

- Adhere to ACC policies on:
 - Ethics and practice
 - Equality and diversity (EDI)
 - Confidentiality

- Data protection
- Safeguarding
- Maintain appropriate professional boundaries consistent with contractor status.
- Attend/undertake occasional training or update sessions to remain current with ACC standards, requirements and processes (e.g., GDPR, safeguarding and EDI). Time spent on such training would be invoiceable.

Working Conditions and Hours

- Remote working setup with flexible hours.
- Paid at an agreed hourly rate for assessment work and related meetings.
- Eligible to claim reasonable expenses incurred in delivering contracted services, in line with ACC policy.

Contractual Terms (Summary)

- All work produced remains the property of ACC.
- Not eligible for sick pay, pension contributions, or holiday pay.
- Contract may be terminated by either party with one month's notice.
- Immediate termination may occur in cases of serious misconduct or failure to deliver core contractual purposes.

References are required for successful candidates before job offer made.