

## Role Title: ACC Lead Practice Review 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:** £30, to be invoiced monthly

### Purpose of the Role

To co-ordinate and assess submissions for ACC practice reviews in accordance with ACC and professional standards, ensuring adherence to established competencies in an ethical, fair, and consistent manner.

### Organisational Context

As a lead assessor, you will contribute to upholding the quality and credibility of ACC's practice review process, supporting counsellors who identify as Christian to demonstrate professional competence within the wider counselling and psychotherapy landscape.

### Key Responsibilities

1. Assessment
  - Conduct thorough assessments of practice review applications, evaluating submissions against specified criteria and adhering to agreed processes.
  - Provide clear and detailed feedback to applicants on the outcome of their practice review, including:

- Any specific conditions that must be met, with reference to the relevant competences and/or guidelines.
- Recommendations for ongoing professional development where appropriate.
- Brief feedback on areas of strengths/encouragements and areas for improvement in counselling practice.
- Maintain integrity, impartiality, and confidentiality throughout the practice review process.
- Identify and appropriately escalate any safeguarding concerns, in the rare circumstances where this may be necessary.

## 2. Assessor Development and Support

- Review and assess practice reviews completed by other assessors and address practice-related questions and queries. Provide any necessary support where further insight/decision-making is needed.
- Review practice review outcomes and related correspondence as required.
- Mentor and support practice review assessors to ensure quality, consistency, and professional development.
- Contribute to the continuous improvement of practice review and assessment process within ACC.

## 3. Collaboration and Professional Engagement

- Attend meetings relating to (lead) assessment work as required.
- Liaise with relevant ACC staff involved in the practice review process.
- Work collaboratively with the Registrar, or designated officer, on agreed assessment-related priorities and tasks.

## Skills and Qualifications

- Extensive experience in counselling or psychotherapy (at least 700 hours), and either have, or be working towards applying for, professional

accreditation in a recognised organisation (e.g., ACC, BACP, UKCP, NCPS, etc).

- 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 evaluate complex submissions and offer clear, 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 practice review assessments.
- Empathy and emotional intelligence, particularly when providing sensitive or developmental feedback to applicants and other assessors.
- Commitment to conducting all aspects of practice review assessment and liaison with practice review assessment team in an ethical, non-discriminatory manner, with integrity and professionalism in all interactions.

## Values Alignment

- All 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 & Professional Conduct

- Adhere to ACC policies relating to:
  - 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.

## Fees and Expenses

- Remote working setup with flexible hours.
- Paid at an agreed hourly rate for lead 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.*