

Role Title: ACC 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: £20, to be invoiced monthly

Purpose of the Role

To assess practice review submissions in accordance with ACC and professional standards, ensuring adherence to established competencies in an ethical, fair, and consistent manner.

Organisational Context

As an 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 written feedback to applicants on the outcome of their practice review, including:
 - Any specific conditions that must be met, with reference to relevant competencies and/or guidelines.

- Recommendations for ongoing professional development where appropriate.
 - Brief feedback on areas of strength/encouragement 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. Collaboration and Professional Engagement

- Liaise effectively with the Lead Practice Review Assessor.
- Liaise as required with ACC staff involved in the practice review process.
- Attend assessment-related meetings or briefings as requested.
- 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 450 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.
- Sound 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 written 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.
- Commitment to conducting all aspects of practice review assessment 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

- 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 and 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 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.