Job Description for CPCAB Course Co-ordinator

Job Title: CPCAB Course Co-ordinator

Salary/Hourly rate: Competitive

Hours: Part-time (0.4 FTE to be confirmed)

Contract type: Permanent

Vacancy Reference: BCC 003

This is an exciting time to be joining a distinctive College with an ambitious change agenda and the support of a major, multinational educational provider. Our professional counselling programme is validated by the Counselling and Psychotherapy Central Awarding Body (CPCAB). We are currently recruiting for a Course Co-ordinator to join our friendly and supportive programme team to teach and lead the various levels of the CPCAB courses. The post-holder will also be qualified to teach levels 2, 3 & 4 and if possible, help in the development of levels 5 and 6 counselling courses.

Do you fancy joining our team?

Birmingham Christian College is currently seeking a dynamic and experienced Counselling Tutor who can teach and coordinate the various levels of the CPCAB courses. We are very interested in tutors who are able to support students and staff to:

• Take the next steps in professional counsellor training to specialise whether in the voluntary, statutory or private sectors

• Learn how useful theoretical concepts are proving to be in their own client work

• Prepare for work as a professional counsellor in an agency setting.

• Go on to study progressive levels in Therapeutic Counselling.

We are particularly looking for tutors with a passion for the subject, good subject knowledge, and a desire to develop pre-practitioner training for future counselling professionals.

• **Qualifications**

Hold a recognised Level 4 teaching qualification and have experience delivering CPCAB-accredited counselling programmes, including CPCAB Level 4 courses.
Be a qualified counsellor holding at least CPCAB Level 4 Diploma in Therapeutic Counselling. A CPCAB Level 5 qualification or above is desirable.

- ✓ Hold a recognised counselling teaching qualification and have experience delivering CPCAB-accredited counselling programmes, including the CPCAB Level 4 Diploma in Therapeutic Counselling.
- ✓ Be a qualified counsellor holding a CPCAB Level 4 Diploma in Therapeutic Counselling. A CPCAB Level 5 qualification or above is desirable.
- ✓ Be a practising counsellor engaged in supervised practice.
- ✓ Be a member of a recognised professional counselling body, such as the BACP.

The successful candidate must be willing to respect the Christian Ethos of the college.

Some experience of MS Teams Classroom and partial online delivery is desirable, though training is available.

BCC is committed to delivering quality learning safely to all, in line with Government guidance. We have taken reasonable steps to implement safe learning at our sites.

For an informal conversation about this role, please contact the Principal, Rev William Doe Kugbeadjor: William.kugbeadjor@bccoll.ac.uk

Closing date: 11:59pm on 19th November 2026
Interviews will likely be held on Week Commencing 23rd November 2026
Our goal is to foster and celebrate a diverse and inclusive workplace with a sense of belonging; we are committed to building a team that reflects a wide variety of skills, perspectives, and backgrounds.

How to apply
Please provide a cover letter outlining why you are suitable for the role, referencing your skills and experience against the Job Description along with a current CV.
Please send your cover letter and CV to Mrs Briony Seymour briony.seymour@bccoll.ac.uk .

Full Job Description

To teach, lead, supervise and review students work as required and to engage in the planning, preparation and other general administrative duties associated with teaching as a Course Co-ordinator.

- Job Title: CPCAB Course Co-ordinator
- Grade: Lecturer
- Line Manager: Head of Counselling

Main Responsibilities

1. To coordinate, manage, and lead all CPCAB tutors and to act as the designated operational lead for CPCAB qualifications.
2. Assist in the marketing, recruitment, selection, and induction of CPCAB students and tutors.
3. To provide mentoring and support for new CPCAB tutors and contribute to their professional development.
4. To assist in coordinating timetabling and teaching allocations for all CPCAB counselling courses.
5. Proactively develop and maintain partnerships with counselling agencies, mental health organisations, placement providers, and relevant professional bodies to support student placements and enhance the student learning experience.
6. To ensure CPCAB provision is delivered in compliance with awarding body requirements, professional standards, and College quality assurance processes, including internal moderation, verification, and audit requirements.
7. Lead the initial screening and subsequent mentoring of trainee counsellors on placements.

8. To coordinate and contribute to programme review, standardisation, quality enhancement, and continuous improvement activities across CPCAB provision.
9. To teach across CPCAB programmes through lectures, seminars, workshops, tutorials, supervision groups, and other learning activities as appropriate.
10. To design assessments where appropriate, assess student work, provide timely feedback and feed-forward, record marks, and participate in standardisation activities.
11. To create, develop, and upload teaching and learning resources using approved learning platforms.
12. To liaise with the Head of Counselling and the Academic Dean on curriculum and content development to ensure an excellent student experience.
13. To keep an accurate record of student attendance, progression, retention and completion and to take appropriate action to support students' success.
14. To participate in peer review and observation and attend team meetings where appropriate.
15. To work collaboratively with and report to the Head of Counselling to ensure the strategic development, quality, and coherence of counselling provision across the College, while maintaining operational responsibility for the coordination, delivery, and quality assurance of CPCAB programmes.
16. To maintain and promote safeguarding, ethical, and professional standards in accordance with CPCAB requirements, ensuring that safeguarding responsibilities are embedded within programme delivery, student support, and placement arrangements
17. To undertake training necessary to fulfil the requirements of the role.
18. To implement and promote the College's Health and Safety Policy and take reasonable care for the health and safety of self and others.
19. To actively promote equality, diversity, inclusion, and equal opportunities across all aspects of the role, in accordance with College policies and procedures.
20. To undertake any other duties reasonably commensurate with the grade and responsibilities of the post and, where appropriate, provide counselling support to students and staff.

Person Specification

Job Requirements	**Assessment Criteria**	
Qualifications & training	Essential (E)	Desirable (D)
Educated to degree level or equivalent qualification in the relevant discipline	E	
CPCAB Level 4 qualification	E	
Teaching qualification up to level 4 or 5	E	
Supervision qualification or 1 year experience of providing supervision to groups or individuals in a counselling setting	E	
Experience		

A minimum of 2 years' experience of teaching CPCAB level 2, 3 and 4 or above	E	
Experience or understanding of working with international students.	E	
Experience in counselling practice with substantial counselling hours and professional registration with an appropriate regulatory body.	E	
Experience of recruitment, line management, management and mentoring of staff, trainees or volunteers or both		D
Knowledge, skills & competencies		
Excellent written and verbal communication skills.	E	
Excellent presentation skills.	E	
Experience of quality assurance procedures and monitoring in a higher educational setting.		D
General attributes & personal qualities		
Excellent record keeping and administrative skills.	E	
Capacity to work effectively as part of a team.	E	
Capacity to work under pressure and on own initiative	E	
Enthusiastic, proactive and takes initiative	E	
Highly collegial and able to work as part of a team	E	
Calm, cheerful, efficient and polite, willing manner; able to work under pressure, managing competing demands, without losing these qualities	E	
Able to respond well to direction and correction	E	