



CANDIDATE INFORMATION BOOKLET

Training Recognition and Student Support Officer
Closing date: 3pm Thursday 30th September 2021

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Irish Association of Humanistic & Integrative Psychotherapy

Role: Training Recognition and Student Support Officer

Location: Dún Laoghaire, County Dublin.

Applications are sought from suitably qualified individuals who wish to be considered for the role of Training Recognition and Student Support Officer

The Irish Association of Humanistic and Integrative Psychotherapy "IAHIP" is the largest organisation of Psychotherapists in Ireland. IAHIP's training and accreditation standards are in line with the high standards of the European Association of Psychotherapy "EAP" to which we are affiliated. We are seeking to recruit a suitably qualified and experienced individual, with a background in Psychotherapy, who can provide support and assistance to Training Colleges in Ireland who seek course recognition from our Association. In addition to this primary role the successful candidate will have responsibility for supporting Students, Pre-Accredited and Accredited Psychotherapists in their journey towards Accreditation and full membership of IAHIP.

The role of the IAHIP Training Recognition and Student Support Officer will be regarded as a Senior and vital position in the organisation.

- This is a part-time position, 3 days per week.
 - Salary will depend on experience
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Experience and Education

- A Masters level degree or equivalence. The successful candidate must have the ability to engage with Department Heads, Course Leaders and Lecturers in Universities and Training Colleges and a deep knowledge and understanding of our training standards and Accreditation process.
- A proven track record in initiating, managing and completing projects. Must be a self-starter and capable of working on their own initiative.
- Excellent Communication Skills and confidence in promoting the benefits of IAHIP membership.

Roles and Responsibilities

- To Liaise with IAHIP Recognised Training Colleges.
- To provide support and assistance to all Psychotherapy Training Colleges in Ireland who would like to achieve course recognition with IAHIP.
- To carry out periodic "Audits" of those Training Courses currently recognised by IAHIP so as to ensure that our training standards and other course requirements are being maintained.

- To provide information and support to students of Psychotherapy so that they are confident in registering as student members of IAHIP and to support Pre-Accredited and Accredited Psychotherapists (that may be registered with other organisations) to complete or continue their journey with IAHIP.
- To be fully informed of current EAP standards and future trends so that IAHIP remains at the forefront of Psychotherapy in Ireland.
- To undertake regular reviews of accreditation and course recognition requirements, providing written reports and recommendations for changes to the IAHIP Governing Body for action.

Citizenship Requirements

Eligible Candidates must:

- A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or citizen of the United Kingdom (UK); or A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons
- A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa or A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa

Ineligible Persons

A person is not eligible for appointment if the person holds a directorship or is a key stakeholder of any specific training college.

Hours of attendance

Hours of attendance will be fixed from time to time but will amount to not less than 22.5 hours per week. The successful candidate will be required to work such additional hours from time to time as may be reasonable and necessary for the proper performance of his/her duties subject to the limits set down in the working time regulations..

Annual Leave

In addition to the usual public holidays the annual leave for this position is 20 working days (pro rata).

THE SELECTION PROCESS

How to Apply

Applications must be made by submitting an email and attaching a single document with the following elements included:

- **A comprehensive CV**
- **A short cover letter/ personal statement** (*i.e. no more than 2 pages*) outlining why you wish to be considered for the post and where you believe your skills, experience and values meet the requirements of the position.

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Selection Process:

The Selection Process may include:

- shortlisting of candidates, on the basis of the information contained in their application;
- a competitive preliminary interview;
- case study/work sample/role play/media exercise, and any other tests or exercises that may be deemed appropriate;
- a final competitive interview.

Please note interviews may take place virtually by Zoom.

Please Note

We acknowledge receipt of all applications. If you do not receive an acknowledgement within 3 days of applying, please email manager@iahip.org