

**Dissertation Supervisor**

We are looking for experienced dissertation supervisors to work with students to guide and assist them with the research aspects of their MA dissertations.

The role requires a commitment to supporting students in developing their research awareness and capacity to undertake and complete research at MA level.

Requirements for the post holder include:

* ***A practicing and experienced UKCP registered psychotherapist or equivalent with knowledge of integrative approaches.***
* ***Experience of undertaking your own research to at least MA level, ideally in the field of psychotherapy or counselling.***
* ***Understanding of ethical approval processes for research.***

Please review whether you currently have any Minster Centre students as clients and in which year and let us know if this is the case so that we can manage any potential dual relationships.

For further information, contact angela.cotter@minstercentre.ac.uk

Please apply using the attached application forms with a covering email or letter by email to Justine Walsh justine@minstercentre.ac.uk

This post is being advertised internally and externally.

**Dissertation Supervisor**

Terms and conditions

**Salary:** £47.12 per hour on a self-employed basis for 7 hours of contact time with supervisees plus a fee of £77.80 for reading a draft of the dissertation in sections as it develops, and a fee of £77.80 for reading a final draft.

**Contract:** Fixed term for the 2020/2021 academic year, in the first instance

**Day/time:** To be agreed between supervisor and students. Dissertation supervisors are expected to be available for meetings at reasonable notice especially during the months immediately preceding submission deadlines.

**Reports to:** Head of Research

**Accountable to:** Deputy Director

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**Background**

The Minster Centre is a registered charity based in Queens Park, London that trains Integrative psychotherapists and counsellors. Our courses are accredited by the UK Council for Psychotherapy, the British Association of Counselling and Psychotherapy, and validated by Middlesex University. The Minster Centre also provides a psychotherapy and counselling service to the local community and has a number of rooms that are hired out for therapy, training and events however, due to Covid-19 this is currently being run online.

**Job Summary**

Dissertation supervisors work with individual students or sometimes small groups of students to guide and assist students with the research aspects of their MA dissertations.

Prior to beginning work with a dissertation supervisor, MA students receive 9 days, or the equivalent, of training in research awareness, ethics, methods, doing Research Proposals and undertaking a Dissertation during their course. Minster focuses on qualitative research and in particular the following methods: autoethnography, hermeneutic phenomenology, heuristics, IPA and narrative. A student is required to have a Research Proposal assessed and agreed by the Research Ethics Committee before commencing work with a dissertation supervisor.

Students are entitled to 7 hours of supervision meeting each; they may take this as one to one supervision or work in small groups and combine some of their time allowances. Students make these arrangements direct with supervisors and may meet at a time a place convenient to all. Supervision meetings can include contact by Skype, Zoom video conference or similar.

**Main areas of responsibility**

* Provide 7 hours face to face dissertation supervision per student. Some of these hours may be in a group with other students but there must be some individual supervision included. Unless students have a specific learning agreement which indicates that we should make an adjustment, they should not receive additional dissertation supervision beyond this.  It is not acceptable to charge students directly for dissertation supervision.
* Maintain, with the student, a record of supervision which includes a log of the date, time and length of supervision session and a brief note of topics covered.
* Discuss and help students refine their topic, methods and writing up processes, plan the work and devise a timetable.
* Ensure students are aware of research ethics and help them to reflect on and apply these to their study, identifying, considering and addressing ethical considerations raised by their work.
* Assist students in identifying approaches to overcome difficulties and complete their research projects.
* Read and provide constructive written feedback on a draft of the dissertation as it develops in sections.
* Read and provide constructive written feedback on a draft of the final submission.

As essential preparation for this, you need to:

* Familiarise yourself with Minster Centre policies and procedures, especially guidance and requirements for dissertations as set out in the Handbook and Aids to Study.
* Read the trainee’s assessed and approved Research Proposals to familiarise yourself with what they plan
* Attend relevant meetings of Minster Centre dissertation supervisors and research tutors.
* As with our module tutors, it is expected that dissertation supervisors will need to do some preparation for the paid contact time.

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**Timetable**

Finalists may take one or two years to complete their final written work. Students usually begin preparing their dissertation topics at least six to nine months before they submit. Finalist submissions for the MA in Integrative Psychotherapy and Counselling are made in July or December of each year. The most intensive periods of work, with most students, are likely to be in the period January to June and dissertation supervisors need to be reasonably available during this period.

The post holder is expected to comply with all relevant Minster Centre policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety, Data Protection, and clinical governance including research governance.  The post-holder is required to comply with requirements of their relevant national registering body to ensure continued registration and to undertake continuing professional development to maintain and update their knowledge.

**Person Specification**

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|   | **Essential** | **Desirable** |
|  Education/Qualifications | A practicing and experienced UKCP registered psychotherapist or equivalent with knowledge of integrative approaches.Experience of undertaking your own research to at least MA level, ideally in the field of psychotherapy or counselling.In depth knowledge of at least one qualitative research method commonly used in studies in the fields of psychotherapy and counselling. Methods taught at the Minster Centre include Auto-ethnography, Hermeneutic Phenomenology, Heuristics, Interpretative Phenomenological Analysis, Narrative Analysis.  | Training in a therapeutic discipline with awareness of integrative approaches to psychotherapy.  |
|  Skills/Abilities   | Research skills Some understanding and experience of student assessment standards, policies and procedures.Good IT skills (MS Office) |  |
|  Relevant Experience   | Experience of ethical approval processes for research. | Previous experience of supervising research, ideally on topics related to psychotherapy or counselling and to MA level.Experience of teaching research to post graduate psychotherapy and counselling students.  |
|  Qualities/Disposition  | Strong inter-personal skills, able to build good working relationships with other tutors and students.  Forthright and attentive personality Ability to work in a multi-cultural setting and to appreciate and respect diversity and difference.A commitment to the Minster Centre’s ethos and values. |  |

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any convictions, cautions, reprimands and final warnings that are not protected on the form provided.