# BACP Procurement

The British Association for Counselling and Psychotherapy invites tenders for a Couples and Relationship Consultant to work alongside the Ethics Services team.

## Background

The British Association for Counselling and Psychotherapy is a membership organisation and charity that sets standards for therapeutic practice and provides information and support for therapists, clients of therapy and to the general public. BACP receives on average 5,000 to 6,000 enquiries each month about counselling and Psychotherapy.

The Ethics Services team sits within BACP’s Professionals Standards and provides a service to members encountering ethical dilemmas in their practice.

The team consists of three ethics officers who receive in excess of 200 enquires per month. The purpose of their role is support members with their ethical dilemmas and signpost to relevant information, organisations, publications and to information and guidance based around the *Ethical Framework* and Good Practice resources. The officers would also signpost members to their Supervision and external agencies for more support. Members can be referred to Law Express, a service that members can use in relation around legal matters that might arise in the cause of their therapeutic practice

BACP’s Ethics Services aim to provide an engaging and robust range of services and resources to help BACP members put in to practice the values, principles and personal moral qualities as stated in the *Ethical Framework for the Counselling Profession*.

## Project brief

As part of the Ethics Services ongoing development, BACP is looking to invite tenders to bid for the role of Couples and Relationship Ethics Consultant. The primary aim of the role will be to provide a telephone consultation service to BACP members who are currently working as couples and relationship practitioners. The role will initially be contracted for 12 months while the service is piloted, with a potential for extension beyond this point if the service is deemed successful.

The purpose of the consultations will be to assist practitioners who have an ethical dilemma relating to their practice and as such require additional support in ethical decision making from an experienced and knowledgeable professional within the field of counselling and psychotherapy. The consultation will be structured around BACP’s 12-step Ethical Decision Making Model, as described in Good Practice in Action Resource 044.

The role will require a commitment of seven hours per week (split between six hours of member work and one hour of general admin time) with a minimum expectation of this time being divided over three days. This post can be carried out remotely.

The practitioner would also provide guidance and specialist knowledge that would help Professional Standards in maintaining up to date resources and guidance for members in couple and relationship practice.

## Evaluation of tender submissions

The tender submissions will be assessed for suitability on the basis of meeting the following criteria:

* Extensive post qualifying experience as a couples and relationship counsellor/psychotherapist (BACP Accredited or equivalent)
* Successfully completed couples and relationship training
* Demonstrates an excellent understanding of the current BACP Ethical Framework and a working knowledge of the Good Practice in Action resources
* Excellent verbal and written communication skills with the ability to communicate in a consultative role with the aim to aid understanding and decision making.
* Experienced in dealing with ethical issues within private practice and/or organisations/school settings
* Excellent understanding of relevant issues including safeguarding, consent, confidentiality and data protection
* An awareness of issues that may necessitate referral for example, Employment law and the law in relation to Equality, Diversity and Inclusion
* Have an understanding of the role of the professional body and the counselling sector
* Cost effectiveness
* Attention to the brief and ability to meet the project requirement
* Presentation and clarity of tender document
* Ability to meet timescales

## Application process

As part of the tender, we would like you to put together a clear proposal addressing the criteria above and detailing:

* How your experience and expertise in your practice and your knowledge of the ethical framework, will make you the ideal candidate for this role.
* What will be the key elements of an ethics consultation service designed to support practitioners in working through ethical dilemmas with their supervisees
* How you will challenge and offer different perspectives on current practices
* Steps and ongoing actions you will take to ensure you feel like and are perceived as an active member of the Ethics team, when working offsite
* Your fees

As part of the tendering process, tenders are invited to discuss their bid with an interview panel which will consist of:

Patrick Cawley – Ethics Services Manager, assisted by another BACP member of staff.

There will also be a task set before the interview, based on an ethical dilemma, that tenders will be asked to complete as if they were working through the issue with a supervisor.

The interview can take place in person at our Lutterworth offices or via ‘Teams’.

## Budget

Tenders should be aware of the cost effectiveness as well as the content of the submission will be strongly considered when awarding the contract. Thus tenders should include a breakdown of the total cost against activities to allow assessment of value for money.

## Timetable

A letter of application should be submitted by 3December 2021. A short interview will take place week commencing 13 December 2021 after which the successful applicant will be notified. The contract will commence from January 2022.

If you have any questions relating to the role please contact [ethics@bacp.co.uk](mailto:ethics@bacp.co.uk)

## Submission

Tenders should be submitted via e-mail to:-

Nicola Pickup, Commercial Contracts Manager [contracting@bacp.co.uk](mailto:contracting@bacp.co.uk)

Tenders to be received no later than 5pm on the closing date 3 December 2021.

**Nicola Pickup, Commercial Contracts Manager   
British Association for Counselling and Psychotherapy  
BACP House, 15 St John’s Business Park, Lutterworth, Leicestershire LE17 4HB**