

## **BACP Procurement**

The British Association for Counselling and Psychotherapy invites tenders for a Children and Young People Consultant (CYP) to join the Ethics Services team.

### **Background**

The British Association for Counselling & 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 Membership and Operations Department and provides a service to members encountering ethical dilemmas in their practice.

The team consists of 3 Ethics Officers who receive in excess of 200 enquires per month. The purpose of their role is signposting members to information and guidance based around the Ethical Framework and Good Practice resources.

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 Children and Young People Ethics Consultant. The primary aim of the role will be to provide a telephone consultation service to BACP members who are currently working as CYP practitioners. The role will initially be contracted for 6 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 CYP 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 7 hours per week with a minimum expectation of this time being divided over 3 days. This post can be carried out remotely.

## **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 CYP counsellor/psychotherapist (BACP Accredited or equivalent)
- Successfully completed CYP 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 child 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 CYP 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:

Jo Langston – 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 Skype.

### **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**

Tender documents should be submitted by 9:00am on Monday 28<sup>th</sup> October. A short interview will take place week commencing 11<sup>th</sup> November after which date the contract will be awarded to the preferred bid. The contract will commence in December 2019.

If you have any questions relating to the role please contact [Jo.langston@bacp.co.uk](mailto:Jo.langston@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 9:00am on the closing date of Monday 28<sup>th</sup> October.

### **Nicola Pickup**

**Commercial Contracts Manager**

**British Association for Counselling and Psychotherapy**

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