

BACP Procurement

The British Association for Counselling and Psychotherapy invites tenders for an Ethics Consultant to join the Ethics in Action service.

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 in Action function 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 500 enquires per month. The purpose of their role is signposting members to information and guidance based around the Ethical Framework and Good Practice resources.

The Ethics in Action service is about to embark on a period of growth and development, with the aim of providing 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 service development, BACP is looking to invite tenders to bid for the role of Ethics Consultant. The primary aim of the role will be to provide a consultation service to BACP members who are currently working as supervisors. 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 supervisors who have an ethical dilemma presented by a supervisee and 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 Ethics Consultant will also offer their expertise to the Ethics Officers when they are faced with a complex ethical query and will join the team in monthly group supervision sessions, which are facilitated by an external clinical supervisor.

The role will require a commitment of 10 hours per week, with a minimum expectation of this time being divided in to two 5 hour sessions. At least one of these sessions per fortnight will be required to take place at the BACP head office in Lutterworth.

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 counsellor/psychotherapist (BACP Accredited or equivalent)
- Successfully completed a supervisor training with significant experience of group supervision
- 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
- 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
- An ability to guide and support the team
- 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 supervisors in working through ethical dilemmas with their supervisees
- How you will challenge and offer different perspectives on current practices

- How you will support the Ethics Officers in their use of an ethical decision-making model when responding to member's ethical queries
- 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 for a proportion of the time
- 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.

Following this there will be an opportunity to meet the Ethics Officers.

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 9th April 2018. A short interview will take place week commencing 23rd April after which date the contract will be awarded to the preferred bid. The contract will commence by mid-May 2018.

If you have any questions relating to the role please contact Jo.langston@bacp.co.uk

Submission

Tenders should be submitted via e-mail to:-

Nicola Pickup, Commercial Contracts Manager contracting@bacp.co.uk

Tenders to be received no later than 5.00pm on the closing date of 9th April 2018.

Nicola Pickup

Commercial Contracts Manager

British Association for Counselling and Psychotherapy

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