# Job Description

**Post Title:**

Director of the MSc in Psychodynamics of Human Development

**Location:**

Kilburn, London (with flexibility for home-based work)

**Salary:**

£60,000 FTE (pro-rata for 3 days/week)

**Time Commitment:**

Part-time, 3 days/week with Wednesday evening work essential

**Contract Type:**

Fixed-term (initially), with potential for renewal

**Reports to:**

Chief Executive, British Psychotherapy Foundation (bpf)

The British Psychotherapy Foundation (bpf), in partnership with Birkbeck, University of London, is recruiting a Director of the MSc in Psychodynamics of Human Development. This part-time position offers the opportunity to lead a well-established, two-year postgraduate programme that blends psychoanalytic and Jungian perspectives with experiential learning, including infant observation, work discussion seminars, and research. The successful candidate will bring academic and clinical expertise, strategic vision, and a collaborative spirit to ensure the programme’s continued excellence, innovation, and accessibility for a diverse student body.

## About the MSc Programme

The MSc in Psychodynamics of Human Development is a two-year, part-time postgraduate programme run in collaboration between the British Psychotherapy Foundation (bpf) and Birkbeck, University of London. It offers a psychoanalytic and Jungian perspective on human development, integrating theoretical teaching, infant observation, work discussion seminars, and research methods leading to a dissertation.

## Purpose of the Role

To lead, manage, and further develop the MSc Psychodynamics of Human Development programme in collaboration with Birkbeck College, ensuring high standards of academic delivery, pastoral care, administrative coordination, and strategic development.

## Main Responsibilities

### Leadership and Planning

* Lead on the planning and ongoing development of the MSc course in collaboration with Birkbeck.
* Ensure integration and coherence across the various elements of the course.
* Liaise with other bpf trainings to promote an integrated curriculum offer.
* Contribute to strategic thinking about the future of the course and its delivery.

### Team Management

* Recruit, induct, and support the infant observation and work discussion seminar leaders and theory teaching staff.
* Oversee pastoral support for students.
* Ensure seminar leaders and tutors are appropriately trained and supported.
* Foster a collaborative and inclusive team culture.

### Academic and Quality Assurance

* Oversee the curriculum and ensure the delivery of high-quality learning materials (including virtual platforms).
* Coordinate assessment and moderation processes, in liaison with Birkbeck.
* Ensure adherence to ethical and academic quality standards.
* Attend exam board meetings and coordinate submission of external examiner documentation.

### Course Administration

* Work with BPF’s administrative team to maintain course documentation (e.g., course handbook, schedules, student and teacher lists).
* Communicate course information and requirements effectively to students.
* Ensure library resources and room bookings are in place.
* Monitor and support the delivery of virtual and in-person teaching arrangements.

### Liaison with Birkbeck

* Lead on the student admissions and selection process.
* Participate in joint planning and exam board meetings.
* Liaise with Birkbeck staff on academic planning, student support, quality assurance, and research components.

### Budget and Reporting

* Manage the course budget in liaison with bpf’s finance staff.
* Report to the bpf CEO and liaise with relevant internal committees.

## Person Specification

### Essential

* Clinical or academic background in psychoanalytic or Jungian analytic theory.
* Strong understanding of both theoretical and clinical aspects of depth psychotherapy.
* Experience developing and delivering academic courses.
* Experience managing complex projects and teams.
* Highly organised with excellent problem-solving and strategic skills.
* Strong interpersonal, communication, and IT skills.
* Ability to support students and staff from diverse backgrounds.
* Commitment to collaboration and course development.
* Experience with virtual learning environments.
* Understanding and commitment to widening participation.

### Desirable

* Qualification as a Psychoanalytic Psychotherapist or Jungian Analyst; BPC/bpf registration.
* Knowledge of bpf psychotherapy trainings and qualification pathways.
* Experience managing budgets and monitoring academic quality.
* Familiarity with innovations in educational delivery, including digital platforms and social media.

## Contractual Details

Initial fixed-term contract (reviewed after one year).
Flexible working options available.
Paid monthly with reimbursement of agreed expenses.

## How to Apply

For informal discussions, please contact Dr Frances Gillies CEO francesgillies@bpf-psychotherapy.org.uk.

Other Terms and Benefits of Employment

Annual leave: 30 days pro rata plus Bank Holidays.

Pension: Employer 3%, employee 5%.

Benefits: Death in service cover. This is payment to a chosen recipient of up to twice the salary if a staff member dies in services.

Notice period: One month during 6-month probationary period; 3 months thereafter.

5 August 2025