



Rehabilitation and  
Retraining Trust

# **Psychological Therapies Manager**

## **Candidate Information Pack**

**Friday 6 June 2025**

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The application form and job-related information can be accessed through the Police Rehabilitation and Retraining Trust website: [www.prrt.org](http://www.prrt.org).

Completed applications must be submitted either by email or post no later than **Monday 16 June 2025 at 12 noon**. Late applications will not be accepted. It is up to candidates to ensure that their completed application has been received by the closing time and date. If you have any queries, please contact Human Resources on 028 9042 7788.

**Please retain a copy of this pack for your reference throughout the selection process.**

## Communication between You and PRRT

PRRT will communicate with you via email as soon as possible following each stage of the selection process. Please ensure you provide a valid email address to which you have ongoing access.

Please remember that it is your personal responsibility to check your email folders for communication from us. This includes 'junk' folders, as some email providers may filter emails from us. Please check your email folders frequently, as we may contact you at short notice.

## Section 1: Forward

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Thank you for your interest in the role of **Psychological Therapies Manager** with the Police Rehabilitation and Retraining Trust. This recruitment and selection process will also be used to fill future vacancies and therefore a reserve list will be created for 12 months should any additional permanent or fixed term vacancies arise (offers of posts will be made in merit order).

The Psychology Department provides a highly specialist clinical service which aims to address and treat client's psychological needs which have arisen in the face of adversity and conflict. The post will be responsible for the provision, maintenance and development of current psychological therapy for the client group.

This is an excellent opportunity for suitably qualified individuals, the role comes with an excellent benefits package including free on-site parking, generous holidays and gym facilities on-site (see benefits in section 8 for further details).

All the information that you need in order to apply is provided in this information pack as well as further information about PRRT. Applications are to be made via our application form which should be emailed to: [recruitment@prrt.org](mailto:recruitment@prrt.org) by the closing date of **Monday 16 June at 12 noon**. If you have any queries or require any further information please email: [recruitment@prrt.org](mailto:recruitment@prrt.org) or telephone 028 9042 7788.

We look forward to receiving your application.

*Pamela Wishart*

**Human Resources Manager**

## Section 2: About Us

### What We Do

PRRT is an Executive Non-Departmental Public Body fully funded by the Department of Justice (DoJ).

PRRT was established in 1999 to enable members and former members of the Police Service to achieve and sustain a successful transition into civilian life. To achieve this, PRRT offer Personal Development, Coaching and Training, Physiotherapy and Psychological Therapies to assist clients to recognize their potential, identify opportunities, set and achieve their objectives and enjoy optimum mental and physical wellbeing beyond policing.

The Trust also provides services (whether directly or on a sub-contract basis) to non-police bodies within, or funded by, the Department of Justice for Northern Ireland.

We support police officers planning to retire from service, or those who have already retired from the PSNI or RUC. We offer support to partners and immediate family members of eligible clients, in specific circumstances.

In addition, our Psychological Therapies Department provides a children and young people's service to children of retired police officers.

PSYCHOLOGICAL  
THERAPIES

PHYSIOTHERAPY

COACHING AND  
DEVELOPMENT

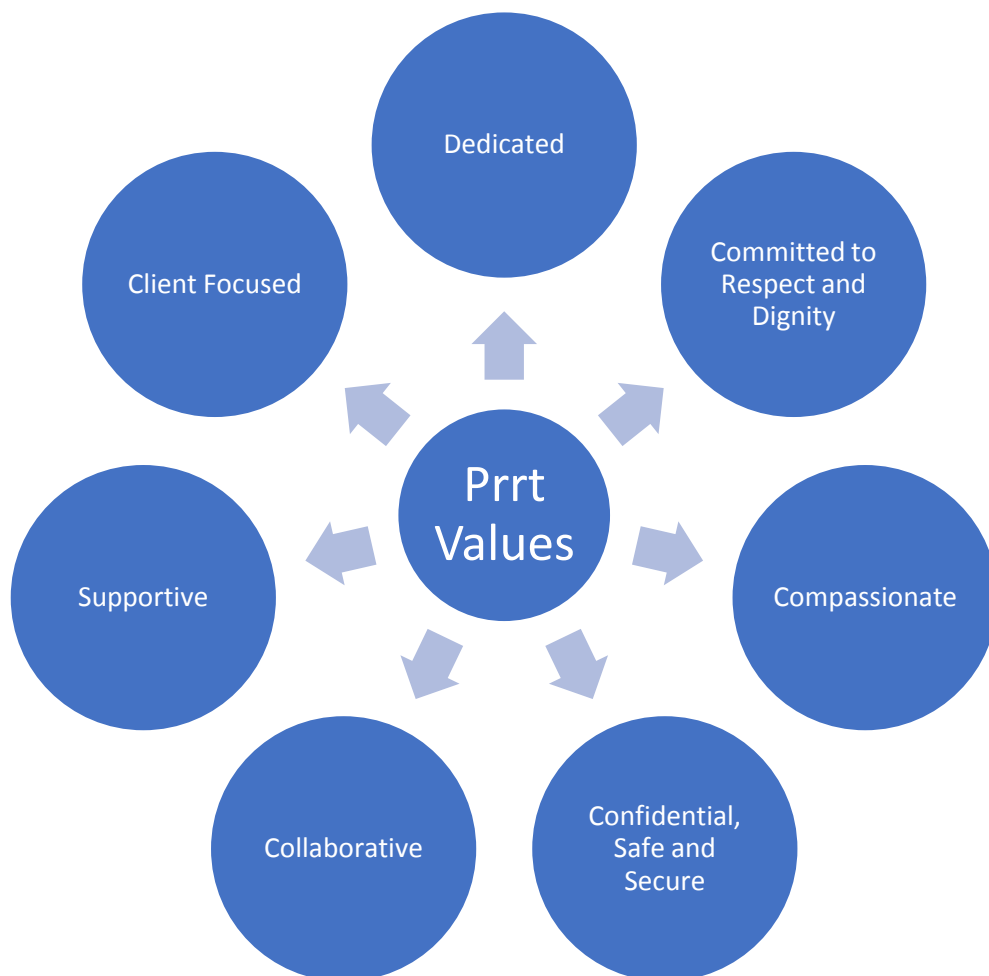


An Roinn Dlí agus Cirt  
Máinystre o the Laa

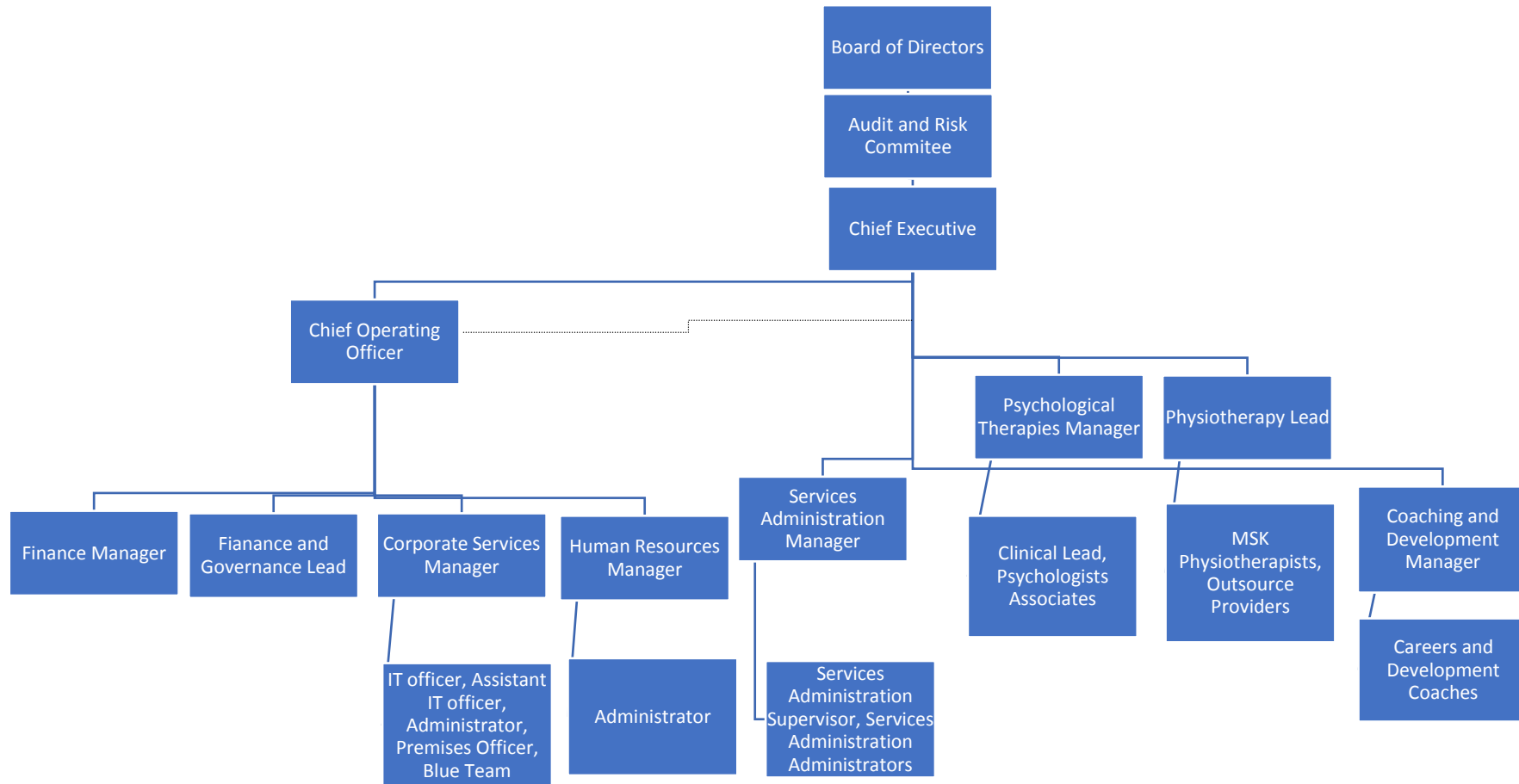
## Our Purpose, Our Outcomes, Our Values

The Police Rehabilitation and Retraining Trust has developed a clear purpose which is to create a recognized and exemplar 'Centre for Health and Wellbeing' for all of our clients. We will achieve this by working with others to deliver a high-quality service that is valued by our clients and our people.

To help achieve this purpose 7 values have been developed which are the focus and underpin everything that PRRT do.



## PRRT Organisation Structure



## Section 3: Job Description

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<b>Job Ref:</b>	<b>PSY011</b>	<b>Date: June 2025</b>
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<b>Job Title:</b>	Psychological Therapies Manager
<b>Department:</b>	Psychological Therapies
<b>Salary:</b>	Band 8a £53,755 - £60,504
<b>Hours:</b>	Full-time, 35 hours per week (Part-time hours will be considered)
<b>Reports to:</b>	Chief Executive Officer
<b>Location:</b>	Maryfield Complex, 100 Belfast Road, Holywood

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### Main Purpose

The main purpose of the role is to provide effective strategic leadership, clinical oversight and operational management of the Psychological Therapies Department, including the provision of clinical supervision and line management. The post holder will be an integral member of both the Psychological Therapies Team and Senior Leadership Team.

The post holder will ensure the effective delivery of highly specialist clinical assessment and evidence-based psychological interventions to clients experiencing significant psychological distress. The role will contain clinical duties including assessment, formulation and treatment to clients.

The post holder will work effectively with multi-disciplinary teams and a range of professionals and service users to facilitate involvement in service planning and delivery.

KEY RESPONSIBILITIES	
<b>Strategic Leadership &amp; Service Development</b>	
1.	Lead and manage the development, implementation and review of multi-disciplinary psychological therapy pathways.
2.	Active involvement in the development and implementation of PRRT strategies and policies as a Member of the Senior Leadership Team.
3.	Responsible for the development and implementation of Business Plans and key performance indicators for the Psychological Therapies Department and to prepare capacity and progress reports.
4.	Appraise and pilot new initiatives to meet the changing needs of the client group and current best practice.

5.	Analyse, review and benchmark costs of new services and equipment to provide best value.
6.	Represent Psychological Therapies Department in multi-agency forums, clinical governance meetings and strategic planning groups.
7.	Establish working partnerships and work collaboratively internally and externally ensuring the delivery and ongoing development to shape services that are inclusive, accessible and responsive to client needs.
<b>Operational Management</b>	
8.	Responsible for management, collation and reporting of information from the Client Management System on throughput, capacity figures, waiting list data, activity data, performance metrics and other information related to demand and capacity for the Psychological Therapies Department.
9.	Directly manage psychological therapies staff and associates to include risk assessments, clinical governance arrangements, training, client focus and ensure best practice.
10.	Oversee the provision of psychological therapies outsourced services.
11.	Manage service budgets, staff resources and contracts efficiently in collaboration with Finance and HR Teams.
12.	Contribute to the planning and development of service reviews and audits as required.
13.	Oversee absence management, employee relations, performance management (including employee appraisals) and recruitment and selection procedures, in line with PRRT policies and procedures.
14.	Provide cover for the Clinical Lead as and when required.
<b>Clinical Governance</b>	
15.	Take a lead role in coordinating, planning and delivering specialist psychological services to the client group including: <ul style="list-style-type: none"> <li>a) Enhancing the psychological skills of staff in dealing with psychological distress</li> <li>b) Delivering highly specialist psychological interventions for clients experiencing significant psychological distress</li> </ul>
16.	Provide advice, mentoring, support and specialist supervision to the clinical team in their clinical practice, ensuring robust clinical supervision structures are in place to deliver safe and effective practice and clinical competence in line with professional bodies, codes of conduct and standards.
17.	Oversee clinical audit, outcome measurement and service evaluation ensuring practice meets best professional and evidence-based standards whilst supporting continuous improvement.
18.	Take a lead role in managing risk, safeguarding concerns and serious incident reviews related to psychological therapies.
19.	Carry a reduced caseload of clients requiring highly specialist psychological interventions and to assess, formulate, plan, deliver and evaluate their psychological care.
20.	To support the development and implementation of effective Clinical Governance across the Psychological Therapies Department.
21.	To maintain and further develop high standards of psychological therapies practice through co-operative working / networking with other qualified Clinicians.
<b>General Responsibilities</b>	
22.	To contribute to the development and maintenance of the highest professional standards of practice, through active participation in internal and external CPD training and development programmes, in consultation with the post holders accrediting body and line manager.



23.	Lead and manage agreed multidisciplinary activities and projects across the Organisation.
24.	Maintain the highest standards of record keeping and comply with policies on confidentiality, accuracy and GDPR.
25.	Comply with organisational and departmental policies and procedures and be involved in review and updating of these as required.
26.	Represent PRRT at external events and meetings as required.
27.	Promote and demonstrate appropriate behaviours in line with PRRT values.
28.	Undertake any other duties which may be assigned to meet organisational need and which are reasonably regarded as within the nature of the duties, responsibilities and grade of the post as defined.

**The principal responsibilities listed above are an indicator of the main aspects of the role as opposed to representing a definitive list.**

## Section 4: Person Specification

CRITERIA	Essential	Desirable	Method of assessment
<b>Qualifications &amp; Professional Development</b>			
	<p><b>EITHER:</b></p> <p>1. Doctorate in Clinical / Counselling Psychology or equivalent <b>AND</b> Post-doctoral training in Cognitive Behaviour Therapy / Psychology or equivalent in clinical practice <b>AND</b> Current registration with the Health and Care Professions Council (HCPC)</p> <p><b>OR</b></p> <p>2. Current Accreditation with the British Association of Behavioural and Cognitive Psychotherapies (BABCP) as a CBT Therapist</p>	<ul style="list-style-type: none"> <li>• Qualified in EMDR</li> <li>• Formal clinical supervision / training qualification</li> </ul>	Application Form
<b>Experience</b>			
	<ul style="list-style-type: none"> <li>• A minimum of 2 years' experience in each of the following:               <ol style="list-style-type: none"> <li>1. Post-qualification experience as a Cognitive Behavioural Psychotherapist / Clinical / Counselling Psychologist working as part of a clinical team with adult clients</li> <li>2. Line Management responsibility</li> <li>3. Clinical Supervision of psychological practitioners</li> <li>4. Active participation in quality and service improvement initiatives</li> </ol> </li> </ul>		Application Form / Assessment / Interview

## Key Skills and Abilities

	<ul style="list-style-type: none"> <li>• Ability to communicate highly complex and highly sensitive information effectively to a wide range of people</li> <li>• Able to engage with clients and work effectively in highly distressing and challenging circumstances</li> <li>• Able to work flexibly and co-operatively as part of a team</li> <li>• Able to use own initiative and make decisions independently</li> <li>• Committed to continual quality and service improvement</li> <li>• Excellent teamwork and interpersonal skills, including the ability to develop and maintain constructive working relationships with colleagues and all levels of staff</li> <li>• Strong organisational skills</li> <li>• Ability to interpret legislation and assess its implications for both clinical practice and professional management</li> <li>• Maintain a strict code of confidentiality at all times</li> <li>• Project management skills</li> <li>• IT literate specifically in the use of the Microsoft Office suite (including Word, PowerPoint, Excel and Outlook)</li> </ul>		Assessment / Interview
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## Special Knowledge

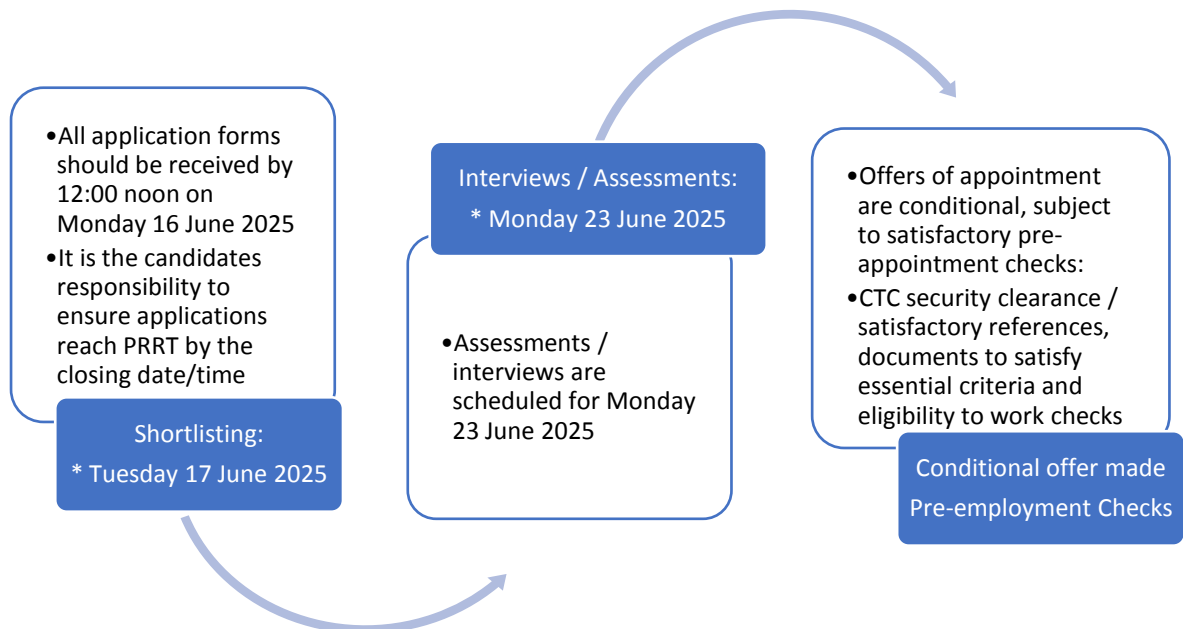
	<ul style="list-style-type: none"> <li>• Extensive knowledge of risk assessment and risk management</li> <li>• Evidence of continuing professional development as recommended by the appropriate accrediting body</li> </ul>		Assessment / Interview
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## Other Requirements

	<ul style="list-style-type: none"> <li>• Possess a full, current UK driving licence or have access to a form of transport which enables the full requirements of the post to be fulfilled</li> </ul>		Application Form
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## Section 5: Recruitment & Selection Process

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**\*The dates are provisional and are subject to change**

Appointments to PRRT are made under the 'merit principle' where the best person for any given post is selected in fair and open competition.

## Section 6: Terms and Conditions

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This is an indication of the conditions of appointment and is not intended to be an exhaustive list.

### Overview

#### 1 Annual Leave

The Annual Leave year is from 1 April to 31 March. Employees are entitled to Annual Leave with pay in proportion to the completed months worked. Annual Leave entitlement is 25 days (based on a 5-day working week). Employees will receive an additional day of Annual Leave upon completion of 1 years' service and thereafter on an annual basis up to a maximum of 30 days.

#### 2 Pension

A qualifying workplace pension scheme with a 15% employer contribution.

#### 3 Probation

Your employment will be subject to a satisfactory completion of a probation period of 6 months during which time your progress will be monitored and feedback will be provided. You will be obliged to follow all the procedures laid down by PRRT.

#### 4 Pre-employment checks

Appointment is subject to –

- i. Security clearance Level 2, Non-Police Personnel (NPP) and CTC Clearance
- ii. Receipt of satisfactory references. References will only be sought as part of a pre-employment check prior to appointment. References will be taken up from both referees named on the application form, one of which must be a current employer or, if not currently employed, the most recent employer who would have knowledge of the successful candidate in a working environment.
- iii. Providing the required documentation to satisfy the essential criteria, i.e. proof of qualifications. It is important to note that if you do not provide the requested documentation, you will not be able to take up post.
- iv. Documentation Checks for the Prevention of Illegal Working - it is your responsibility to demonstrate you are entitled to work in the United Kingdom. If you are unable to produce the relevant documents, or the documents are not satisfactory, the offer of employment may be withdrawn. You will be required to produce original documents to verify your identity, one of which must be photographic identification.
- v. It may be necessary for PRRT to carry out an Enhanced Disclosure Check through Access NI before any appointment to this post can be confirmed.
- vi. Appointment will be subject to a successful pre-employment health assessment.

## Section 7: Applicant Guidance Notes

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### General Guidance

1. Please read the candidate information pack before completing your application form.
2. You must submit your application via the standard application form by email or post.
3. We will not accept CVs, letters, additional pages or any other supplementary material in place of, or in addition to, completed application forms.
4. You must fully complete all sections of the application form before your application can be considered. Failure to do so will result in disqualification.
5. All applications must be received by the closing date. Late applications will not be accepted. It is your responsibility to ensure that your application is submitted successfully prior to the closing date and time. PRRT will not take into consideration the failure of information technology / systems to successfully submit completed application forms by the closing date and time.
6. You must provide sufficient evidence for your application to be assessed against the criteria for the post. Therefore:
  - Be specific about qualifications including level and grades.
  - Be specific about your length of experience ensuring you provide appropriate dates as no assumptions will be made.
  - If required to 'demonstrate' experience of a particular skill/task please ensure you provide a specific example of this.
  - You should ensure that details are full, accurate and relevant to the post requirements.
  - Do not use abbreviations or complex technical detail.

### Qualifications

1. If you are relying on equivalent qualifications, you are responsible for clearly detailing the qualification and how an equivalency has been justified.
2. Note: General information and guidance on qualifications can be found on the following website: <http://ofqual.gov.uk> and the Register of Regulated Qualifications can be used to check what level a qualification is: <https://www.gov.uk/find-a-regulated-qualification>.
3. If your qualifications were obtained outside the United Kingdom, please see the guidance on equivalent qualifications at <http://ofqual.gov.uk/help-and-advice/comparing-qualifications/>. Qualifications across Europe can be compared using the European Qualifications Framework: <https://ec.europa.eu/ploteus>. You can also refer to UK NARIC at [www.naric.org.uk/naric](http://www.naric.org.uk/naric) to obtain formal comparison of your qualifications if they were obtained outside of the UK.
4. You will be required to provide documentary evidence of all qualifications and claimed equivalencies as part of the pre-employment checks. It is important to note that if you do not provide the requested documentation you will not be appointed.

### Essential/Desirable Criteria

1. During shortlisting, you will only be assessed on the information contained within the **Shortlisting** section of your application form as this is the only section that the Panel will receive.
2. The Panel will not make assumptions about your skills and experience from the title of your post, years of experience or the nature of the organisation.
3. PRRT reserves the right to use both the essential and, if appropriate, desirable criteria for shortlisting purposes.

4. You must provide sufficient detail regarding how you meet all of the essential and, if appropriate, desirable criteria at the closing date, otherwise your application will not be shortlisted.
5. You must demonstrate how you meet each criterion in the relevant section provided. Each criterion is assessed individually and must therefore be completed in full, ie, you must not rely on information included in other criteria or contained within your employment history to demonstrate how you meet a criterion. If you do not meet all of the essential criteria, you will not be shortlisted.
6. You should use specific examples to demonstrate that you have the experience and skills required and clearly show your personal involvement in any experience you quote. Ensure your answer relates to what you specifically did in the example, write 'I' not 'We' as the Panel can only shortlist on what you have done. It will not be sufficient simply to list the duties and responsibilities of posts held.
7. If you have not been shortlisted on a particular criterion, the Panel will not review the remaining criteria.

## **Declaration**

You will be required to declare that the information you provide in the application form is correct to the best of your knowledge. If you have provided false or misleading information this will render your application invalid and any appointment offered will be rescinded or terminated.

## **Submitting your Application**

Duplicate applications will **not** be accepted. If you submit more than one application we will accept your first submission, unless you contact us before the closing date and time, and advise which application you want us to consider.

## **Reasonable Adjustments**

If you require any assistance/reasonable adjustments during any stage of the selection process due to a disability, please contact the HR Manager on Tel: 028 9042 7788 or email: [recruitment@prrt.org](mailto:recruitment@prrt.org).

If you wish to receive an application form or candidate information pack in an accessible format, please advise HR of your requirements as promptly as possible, allowing for the fact that the closing date for receipt remains the same for all applicants as noted above.

## Section 8: Applicant Guidance Notes

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### Equality Monitoring

We are committed to equality of opportunity for all employees and job applicants, regardless of gender, marital status, disability, age, religious affiliation, political opinion, ethnic origin, dependants or sexual orientation.

We select those suitable for employment and advancement solely on the basis of merit. In order to comply with legislative requirements, you must complete the Equality Monitoring Form. This also allows us to monitor the effectiveness of our policy of equal opportunities in employment and effectiveness of our recruitment advertising.

**Please note this form is regarded as part of your application and failure to complete and return it will result in your application being rejected.**

### Changes in Personal Circumstances

Please ensure that you inform us immediately of any changes in personal circumstances. If you decide at any point during the recruitment process to withdraw your application, please inform us as soon as possible.

### Data Protection

You should be aware that, when submitting an application form, we process the information provided for the purpose of meeting our legal obligations.

### Benefits of working with PRRT

- Generous Annual Leave and Public Holiday entitlement along with 2 discretionary days leave (pro rata for part-time staff) enabling business closure from Christmas to New Year
- Additional Annual Leave Purchase Scheme, with up to 10 additional days purchasable
- Death in service provision of four times pro rata annual salary
- Benenden Healthcare Scheme
- A qualifying workplace pension scheme with a 15% employer contribution
- Employees have the right to request Flexible Working from the 1<sup>st</sup> day of their employment
- Staff Communications / Wellbeing Forum
- Free secure parking on-site
- A range of family friendly policies
- Generous sick, maternity / paternity / adoptive pay schemes.
- Generous CPD policy, time off to attend courses where appropriate and payment of relevant professional body membership fees
- Use of the Physiotherapy gymnasium at designated times
- Successful candidates can expect to be placed at the minimum entry point of the scale / band, although a higher starting salary (within the range of the pay band), may be considered if the person appointed has experience relevant and equivalent to the post.



## Section 9: Application Form Checklist

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Please use the checklist below to help ensure that you have completed your form in full and are ready to submit your application.

Have you ...

- read the 'Application Form Checklist within this information pack?
- clearly demonstrated how you meet all criteria requirements and provided sufficient detail within your application regarding this?
- listed current/previous employment details since leaving education, including details of posts held, exact dates (dd/mm/yyyy) and a brief summary of main duties?
- explained any gaps in employment and listed reasons for leaving previous employment?
- read and signed/agreed to the Personal Statement on the application form. Remember, failure to provide complete and accurate information may lead to a withdrawal of employment/offer of employment if this is subsequently discovered.
- completed your Equality Monitoring Form? By gathering this information from all applicants, it will help us continue to implement positive action programmes, to remove barriers to equality and promote concepts of diversity and equality

The Job Description & Person Specification will help you prepare for the selection process.

**CLOSING DATE FOR RECEIPT OF APPLICATIONS IS**

**Monday 16 June 2025 at 12 noon**

**PRRT is an Equal Opportunities Employer and we welcome applications from all suitably qualified persons.**

### **Contact Us:**

Tel: 028 9042 7788 / 18001 028 9042 788 (Text Relay)

Email: [recruitment@prrt.org](mailto:recruitment@prrt.org)

Web: [www.prrt.org](http://www.prrt.org)

Facebook: @MaryfieldPRRT