



About Psysoft

Psysoft is an occupational psychology consultancy helping clients to recruit and develop talented people using online psychometric assessments and self-development products. We provide certification training in a range of online behavioural assessments including personality and emotional intelligence questionnaires, utilising a variety of delivery methods including e-learning, online and classroom courses.

Graduate Consultant

The position will suit a recent or soon-to-be Psychology graduate with an interest in occupational psychology, psychometric testing and emotional intelligence. The role covers a variety of activities including delivering certification workshops (both classroom and online), developing new products, marketing, providing feedback and writing reports.

Full training will be provided where necessary.

Location: The role is office based in Horsham, West Sussex and includes opportunities for occasional travel.

Salary: Competitive, dependent on experience.

Application: To apply, please send your CV and covering letter to admin@psysoft.com.

Job Description

Products & Training

- Delivering the full range of Psysoft's online and classroom training courses and workshops, both public and in-house, including BPS Test User: Occupational, Ability & Personality training and EQ-i 2.0 & EQ 360 Certification etc.
- Developing online and classroom training for clients
- Supporting the development of new products

Assessment & Development

- Performing job analysis, competency framework design and data analysis for clients
- Providing feedback and coaching (telephone, Zoom or face to face)
- Writing bespoke reports for recruitment

Client Contact

- Dealing with client enquiries and providing information about products and services
- Developing and maintaining client relationships

Marketing

- Supporting and creating content for the company's marketing activities including the website, newsletters, flyers, social media, webinars, advertising, conferences and exhibitions

Person Specification

Essential

- BSc or BA Psychology
- Excellent verbal and written communication skills
- Socially confident and client focused
- Collaborative / able to work in a team
- Ambitious, conscientious, self-motivated

Desirable

- An understanding of psychometrics and personality assessment
- An understanding of emotional intelligence
- Experience in delivering training courses and/or presentations
- Experience in learning management systems and authoring tools
- Imaginative and creative