



**Sandhurst Counselling Service  
St Michael's Pastoral Centre  
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***'Finding your way in troubled times.'***

### **Clinical Manager (P/T total package circa £15-20,000 pa)**

Due to forthcoming retirement a vacancy has become available for a well organised, committed and thoughtful person to manage the clinical aspects of Sandhurst Counselling Service (SCS) from September 2024.

We provide Integrative counselling/psychotherapy to the community of Sandhurst and its environs, and operate fully in accordance with BACP guidelines. We currently have 16-20 practitioners and offer around 1,700 client sessions annually, from facilities provided by St Michael's church. Most practitioners are trainees and are supported by one of our three supervisors in groups of three practitioners.

We are an independent registered charity, established in 2011, from a service that was run by St Michael's church for the previous 20 years. Our services are provided free at the point of delivery, and clients are asked to contribute towards the costs according to their means. SCS receives a number of grants and is active in fund raising.

The Clinical Manager works approximately 12 hours per week on a flexible basis and is responsible for the management of all clinical aspects of the work including:

- Receiving client assessments and allocating clients to practitioners;
- Recruitment of practitioners, and management of their training and professional development;
- Recruitment of supervisors, and management of supervision groups.

In addition the Clinical Manager may assess new clients, and undertake supervision for the practitioners. This is a key management role which reports to the Chair of Trustees along with the Administration Manager.

We are looking for a well organised, committed and thoughtful UKCP qualified Integrative Psychotherapist with significant experience of running groups, supervision, with strong people management skills who is fully supportive of the Christian Ethos of the service.

The trustees are looking to further strengthen the excellent reputation of the service, and to extend the capability of the practitioners to meet the increasing demand of more complex client cases.

Please see attached Role Description and Person Specification.

We anticipate the role will be self-employed with a monthly fee for management services (£1,000-£1,200) and additional fees for recruitment, supervision and assessments undertaken giving a total annual remuneration of around £15-20K pa.

To apply please send a CV and personal statement indicating how you meet our requirements and outlining your interest in our position. If you wish to discuss the role informally please contact David Percival, Chair of Trustees, on 01344 779658.

**David Percival  
Chair of Trustees**

## **Clinical Manager Role Description and Person Specification**

**Purpose of role:** To provide professional clinical expertise to enable SCS to offer high quality counselling and/or psychotherapy in accordance with the ethical framework of the British Association for Counselling and Psychotherapy (BACP) and the United Kingdom Council for Psychotherapy (UKCP).

### **The Clinical Manager will:**

1. Ensure a high standard of clinical practice fully complying with the Ethical and Professional Guidelines of both the BACP and UKCP Registration Bodies.
2. Ensure that clients are assessed and allocated or referred appropriately.
3. Manage the recruitment of practitioners, advise on their appointment, and induct new practitioners in clinical practice.
4. Respond to concerns or complaints involving clinical and/or ethical practice of practitioners or supervisors.
5. Hold regular meetings with the practitioner team for the purposes of mutual support and the sharing of knowledge, experience, and new developments in clinical practice.
6. Support and encourage the professional development of each practitioner through regular training, annual appraisal, and other one-to-one meetings as appropriate.
7. Hold regular meetings with SCS supervisors for the purposes of evaluation and the development of the Service.
8. Together with the Administration Manager undertake regular reviews of counselling protocols and administrative systems develop guidelines for good practice and facilitate the development of SCS.
9. Liaise with outside agencies about the clinical needs and support of clients and/or practitioners as appropriate.
10. Liaise with other counselling services in the area.
11. Provide reports for and attend Trustee meetings.
12. Provide information and support to trustees liaising with outside agencies, funders etc to promote SCS.

In addition the Clinical Manager may undertake Client Assessments, and supervise groups of practitioners.

### **Flexible working**

All our counselling is carried out from the Pastoral centre. The manager will be expected to work flexibly within a framework that supports and enables the practitioners. To do so we suggest you will need to be available for four blocks of three hours (ie 12 hours total) each week arranged as:

- one block should be a regular fixed session on Tues, Wed or Friday morning;
- two blocks which will be variable from week to week to coincide with the availability of different groups of practitioners. Currently counselling is offered on Monday – Friday mornings, Wed afternoon, and Monday - Thursday evenings.
- The fourth block will be variable, and may on occasions be transferred across weeks to meet the requirements for interviewing, training, trustee meetings etc some of which may occur on Saturdays.

## Person Specification

<b>Qualifications:</b>	UKCP registered Psychotherapist;
<b>Experience:</b>	Significant experience as a supervisor; Experience of recruiting, training and developing trainee practitioners desirable;
<b>Personal Qualities:</b>	<b><i>Well organised</i></b> – the position requires a strong self-starter who will ensure the highest standards are adhered to by all; <b><i>Committed and thoughtful</i></b> - the position demands wisdom in dealing with the many complex demands presented by clients; <b><i>Strong people management skills</i></b> – the practitioners come from diverse backgrounds with varying expectations which require careful management to maximise their development and maintain the service.
<b>Christian Ethos :</b>	The Christian ethos of the service is key to the operational character of the service and the close relationship with St Michael’s church. The Clinical Manager, with the support of the trustees, shall ensure that this ethos pervades all aspects of the work.