

Clinical Manager Role Description and Person Specification

Purpose of role: To provide professional clinical expertise to enable SCS to offer both high quality counselling and/or psychotherapy for our clients, and robust professional development for our counsellors, all 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 BACP guidelines.
2. Ensure that clients are assessed and allocated or referred appropriately.
3. Manage the recruitment of counsellors, advise on their appointment, and induct new counsellors in clinical practice.
4. Hold regular meetings with the counselling team for the purposes of mutual support and the sharing of knowledge, experience and new developments in clinical practice.
5. Support and encourage the professional development of each counsellor through regular training, annual appraisal, and other one-to-one meetings as appropriate.
6. Hold regular meetings with SCS supervisors for the purposes of evaluation and the development of the Service.
7. Manage the establishment and running of support groups for clients pre and post counselling.
8. Together with the Administrator 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 counsellors 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 counsellors.

Flexible working

The manager will be expected to work flexibly within a framework that supports and enables the counsellors. 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 afternoon;
- two blocks which will be variable from week to week to coincide with the availability of different groups of counsellors. Currently counselling is offered on Monday mornings, and Tuesday - Thursday mornings and 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

Qualifications:	UKCP registered Psychotherapist;
Experience:	Significant experience as a supervisor; Experience of recruiting, training and developing trainee counsellors desirable; Experience of developing and running client support groups desirable.
Personal Qualities:	<i>Well organised</i> – the position requires a strong self-starter who will ensure the highest standards are adhered to by all; <i>Committed and thoughtful</i> - the position demands wisdom in dealing with the many complex demands presented by clients; <i>Strong people management skills</i> – the counsellors come from diverse backgrounds with varying expectations which require careful management to maximise their development and maintain the service.
Christian Ethos :	It is a Genuine Occupational Requirement that the Clinical Manager shall profess the Christian faith and be a member of a recognised Christian church in order to maintain the Christian ethos of the service in operation.