

Head of Counselling

Job Description

Gloucestershire Counselling Service provides Counselling and Training Services. We are looking to recruit a Head of Counselling to provide leadership for the Counselling Service, represent the Clinical perspective within our Senior Leadership Team (SLT) and contribute to the strategic development of the organisation.

Reporting to	Chief Executive Officer
Located at	Alma House, Stroud
Remuneration*	£40,000 per Annum or Full Time Equivalent
Hours	21 – 35 hours per week. Option for phased start to work / flexible working arrangements.
Term	Permanent

Role Overview

- Provide leadership, clinical governance, and management of the Counselling Service with the support of the Clinical Service Managers and Counselling Administration Manager
- Being a member of the Senior Leadership Team working to deliver and shape the strategic aims of the organisation and represent the Counselling Service

Main Responsibilities

- To provide leadership across Counselling services that supports and re-enforces the values of the organisation
- To be accountable for Clinical Governance (including safeguarding & clinical risk management) of the Counselling Service and be the named Clinical Lead for the Counselling Service accrediting body (BACP)
- To ensure the delivery of GCS Counselling Services in line with agreed performance and financial targets
- To line manage three Clinical Service Managers, Counselling Administration Manager and Supervisors
- To represent GCS Counselling Services to external stakeholders including professional and accrediting bodies
- To identify areas of risk within the Counselling Service and develop policies, training, or frameworks to address these
- To organise, chair/facilitate and attend meetings as required designed to foster good communication, practice, and performance throughout the Counselling Service

- To be accountable for the delivery of Counselling Services contracts to third-party organisations (i.e. NHS Gloucestershire CCG, Gloucestershire County Council, Victim Support)
- To develop counselling services with third party organisations in line with the Strategic Plan – identifying and presenting areas of further development
- To support the CEO in fundraising and by attending meetings, providing impact reports and any other information required
- To support and input to the organisations marketing strategy and the positioning of Counselling Services, understanding the opportunity to communicate with clients and raise the profile of Counselling Services

Responsibilities with the Senior Leadership Team

- Support and collaborate in the development of the stated objects, articles and values of the organisation under the leadership of the CEO
- To collaborate and input to the Strategic Plan of the organisation when required
- To work with the CEO and SLT in ensuring the organisation follows its Strategic Plan
- Input and contribute to decision making across the organisation
- To ensure that the organisation can demonstrate the value of the services provided and the impact of its work in Counselling, including its clinical outcomes in line with the stated objects of the organisation. This includes the preparation of monthly reports and KPIs for SLT highlighting impact, areas of concern, and development needs
- To advocate and ensure that the impact / perspective of the Counselling Service is represented and understood at SLT
- Responsible for decision making in relation to Counselling matters in line with the Strategic Plan

Person Specification

- Qualifications**
- Qualified and Accredited Counsellor / Psychotherapist / Counselling Psychologist with a recognised professional body. (A)
- Experience & Knowledge**
- Minimum 5 years+ post qualification (A)
 - Experience of Clinical Governance / clinical responsibility within a variety of settings (A)
 - Experience of leadership, management, and project delivery (A, Int)
 - Experience of implementing decisions in relation to Ethical Frameworks

- Knowledge and interest in the Counselling landscape – locally and nationally (Int)

**Skills
Attitudes &
Abilities**

- A professional and organised approach (Int)
- Able to work collaboratively whilst demonstrating leadership (Int)
- Able to demonstrate the provision of Clinical Governance within an organisation (A, Int, Ass)
- Able to communicate principles of Counselling, specifically psychodynamic, with internal and external stakeholders (Int, Ass)
- Enjoys working both at a strategic level while maintaining a focus on the day-to-day operations (Int)
- A belief in the strength of psychodynamic principles within counselling (A, Int)
- Confident communication style (Int)

Assessing the Person Specification: A – Application Form / Ass - Assessment / Int – Interview

- Full Time Equivalent Salary based on a 35-hour working week.