**CLINICAL DIRECTOR**

 **HELP COUNSELLING**

**Salary £33,000 – 36,000 per annum**

**Background**

Help Counselling is a small, local mental health charity that offers 1:1 low cost counselling and training placements for trainee psychotherapists. Based in Portobello Road and serving the community for over thirty years, Help is currently restructuring so the Board of Trustees have created new job opportunities to ensure that Help Counselling builds on its successful history whilst implementing a dynamic new strategy.

**Job Description**

This role presents a challenging opportunity for a motivated, qualified and experienced psychotherapist to join a small staff team, reporting to the Board of Trustees. The role is newly created at the request of the Board to provide the necessary emphasis for clinical excellence for all clients supported by Help Counselling and to lead, supervise and manage a team of approximately 55/60 volunteer counsellors in the provision of short and long-term counselling contracts and a team of 10 supervisors. The Director will be responsible for managing safeguarding issues. This role will also lead and manage the relationships with GPs and other healthcare providers in the community where clinical expertise/liaison is required. The role holder will maintain existing relationships with other local organisations and charity groups and develop new ones.

Job Purpose

* To be responsible for the delivery & maintenance of Help’s counselling services
* To select and line manage all trainee therapists and who are undergoing a professionally recognized psychotherapy training (BACP and/or UKCP accredited) to ensure that they are competent to offer counseling in accordance with Help’s policies and procedures and within UKCP guidelines.
* To be responsible for the managing of a team of qualified and trainee supervisors

Key responsibilities

* To lead the delivery of counselling provision for Help Counselling’s clients
* To recruit, train and manage a team of 55/60 trainee therapists on a day-to-day basis, providing guidance and support in accordance with Help Counselling’s policies and procedures
* To maintain professional accreditation and/or registration and ensure that professional clinical supervision is undertaken in accordance with accredited status
* To be responsible for implementing, reviewing and updating Help’s policies & procedures as required and agreed with the Board
* To hold responsibility for the management of all Help’s referral procedures including all clinical assessments & referrals to therapists
* To maintain continuous professional development by undertaking training in accordance with new practice requirements as and when required
* Maintain and develop relationships with training colleges
* To make autonomous clinical assessments and decisions about counselling approach, both as individual case holder and manager of the trainee counsellors
* To work collaboratively with other team members and external partners in the delivery and implementation of counselling
* To maintain an accurate and up-to-date knowledge of community level primary care health and social care services, including appropriate hospital psychiatric and emergency services, passing all relevant information onto trainee counsellors as needed
* To maintain accurate and up-to-date records in relation to case files on clients adhering to data protection and other information management requirement
* To liaise and negotiate on behalf of clients with outside agencies and service providers to ensure that they receive appropriate support
* To attend internal and external meetings as required by the Board of Trustees, representing the counselling team and providing clinical expertise where necessary
* To be able to work independently of line management support and able to make decisions relating to client’s cases in a consistent and ethical manner

The Clinical Director shall:

* Be an experienced practitioner with a current, minimum of five year post training clinical work under supervision, Psychotherapy and qualified accredited supervisor
* Have UKCP Accreditation, or a professional qualification with another organization such as BACP
* Have an integrative approach to psychotherapy that should include a working knowledge of the transpersonal modality.
* Be able to develop a culture that promotes equality and diversity
* Entrepreneurial and excellent organizational skills
* Ability to build effective working relationships with others
* A good knowledge of the resources available to clients
* Able to recognize and manage your own development needs
* Able to maintain good written records of work and evidence outcomes achieved with clients
* Experience of line managing teams of psychotherapists
* A supportive and collaborative approach to working with clinical and non-clinical
* Report to the Board of Trustees on a bi-monthly basis as the regular Board Meetings. The Trustees will require reporting on KPI’s and any other duties that may be requested from time to time by the Board.

**PERSON SPECIFICATION**

* Completion of a recognized post-graduate professional psychotherapy qualification
* Completion of a least five years post qualification experience as a practicing therapist
* Membership of an appropriate professional organization eg UKCP, BACP
* Completion of an accredited supervision training
* Clinical experience working in an organizational setting
* Excellent leadership skills with an ability to maintain professional boundaries and use independent initiative as well as working as part of a team
* Excellent communication and time-management skills
* A good understanding of current safe guarding and child protection procedures

Closing date: midday on Monday 11th September

Interviews during the week of 18th September

Please send CV and personal statement to: recruitment@helpcounsellingcentre.com

or by mail to: Board of Trustees, Help Counselling, 57 Portobello Road, London W11 3DB