



Counselling Manager

Job Description

Role title	Counselling Manager
Reporting to	Service Co-Directors
Employer	Basingstoke Counselling Service
Location	Goldings, London Road, Basingstoke, RG21 4AN
Working hours	15 hours per week, preferably spread over three days of Monday-Thursday (ideally including a Tuesday)
Salary	£31,500 to £33,000 FTE per annum (dependent on experience), plus contributory pension scheme (based on 15 hours per week)
Term of contract	Permanent
Holidays	25 working days pro rata per annum plus Christmas closure and public holiday entitlement (also on a pro rata basis)
Start date	As soon as possible
Closing date for applications	9am on Monday 18 th October 2021
Interview date	Monday 25 th October 2021 (please indicate on your application if you are unable to attend on this date)

Basingstoke Counselling Service

Basingstoke Counselling Service, a member of the National Counselling Network, has been serving the community since 1985. We offer one-to-one and couples counselling for adults, via a team of volunteer counsellors who provide a professional and affordable service. Our volunteer counsellors are supervised and practise within the BACP Ethical Framework for the Counselling Professions.

We also have a long heritage of providing highly regarded training courses from one-day CPD workshops through to a three-year Diploma in Psychodynamic Counselling.

Overview of the post

We are seeking a suitably experienced counselling professional who has the skills and experience to effectively manage all aspects of the counselling function at BCS.

Duties and responsibilities

- Be responsible for the efficient and effective operation of the counselling provision
- Manage day-to-day clinical responsibility (although the Co-Directors will hold overall clinical responsibility)
- Meet good practice and quality criteria for ethical delivery within the Service, liaising with clinical supervisors and relevant others as necessary
- Ensure compliance with regulatory requirements, e.g. GDPR and safeguarding (this is not exhaustive)
- Respect and ensure client confidentiality
- Maintain clear boundaries
- Manage the team of volunteer counsellors (usually around 20-25) and four supervisors, providing support as required via a range of communication methods
- Input to volunteer counsellors' appraisals as required
- Line manage clinical supervisors, including annual appraisals
- Discuss Initial Consultation reports with Initial Consultation counsellors as required
- Liaise with GPs, psychiatrists, etc. as required
- Allocate clients to appropriate counsellors
- Risk assess alongside supervisors and volunteer counsellors as required
- Arrange and chair supervisors' and counsellors' meetings (three times each per year)
- Attend regular clinical team meetings and termly training team meetings
- Manage the recruitment of volunteer counsellors and induction as required
- Liaison with external training organisations as required
- Manage additional clinical recruitment and induction as required
- Monitor monthly counselling income and expenditure
- Ensure policies and procedures are adhered to
- Review clinical policies and procedures alongside Co-Directors at least annually
- Report to the Service Co-Directors
- Co-ordinate with other staff members as required.

In addition you may be required to contribute to other Service development and delivery tasks as required.