

Counselling Manager

Person Specification

Training and qualifications

Essential

- Professionally qualified counsellor with a minimum of 450 hours clinical experience
- In current supervised practice

Desirable

- BACP (or other professional body) accredited
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Knowledge and experience

Essential

- Solid understanding of psychodynamic counselling and how other modalities work alongside it
- Good ethical practice and quality standards
- Effective clinical judgement in line with the clinical responsibility requirements
- Recruitment experience
- Experience of managing and supporting a team

Desirable

- Counselling service management experience
 - Experience of working with volunteers
 - Experience of monitoring monthly income and expenditure and preparation of annual budgets
 - Knowledge of the law as it relates to counselling, including GDPR
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Skills

Essential

- Excellent written and verbal communication
 - Proven collaboration with others
 - Excellent administration skills
 - High level of computer literacy
 - Highly effective organiser
 - Ability to problem solve and remain calm and objective under pressure
 - Ability to work effectively both independently and as part of a team
 - An openness to being challenged
 - An ability to maintain appropriate boundaries
 - An ability to manage difficult relationships
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