



## Job Description and Person Specification

<b>Position:</b>	Counselling Service Team Leader
<b>Salary:</b>	£27,323 (pro rata)
<b>Hours:</b>	17.5 hours per week
<b>Base:</b>	YASP, 832 Stockport Road, M19 3AW
<b>Reporting to:</b>	Manager of Children and Young People Services
<b>Accountable to:</b>	Manchester Mind Board of Trustees

### Summary of main duties and responsibilities

We believe in the power of being heard and to enable increased access to counselling to young people we are building on our existing counselling service by developing volunteer counselling provision. The volunteer counselling service team leader will be responsible for developing a high quality counselling service, delivered alongside other services to young people e.g. advice, volunteering, mentoring. The role will be focussed on safely developing volunteer counselling roles, ensuring that all volunteer and paid counsellors are supported, links and referral pathways are developed both for volunteers and young people wishing to access counselling.

### Main duties and responsibilities

1. Provide regular line-management supervision and annual appraisal to a team of counsellors.
2. Assess the training needs of the Counselling Team and will implement a plan to best meet these.
3. Develop and implement a referral and good quality induction process for volunteer counsellors.
4. Build relationships with Universities with regard providing counselling placements.
5. Develop the counselling service in a way that the counsellors are able to respond as effectively as possible to the needs of young people.
6. Ensure records are kept consistently and accurately.
7. Ensure evaluation and monitoring systems are completed and will work with the team to ensure these are reflected in funding reports and influence future service delivery.
8. The post holder will carry out assessments of young people and will have a small caseload to ensure they can continue to be a practicing Counsellor.
9. Liaise with GPs and other professionals as appropriate, within the context of confidentiality and in accordance with Manchester Mind policies and procedures.
10. Support the accreditation of counselling services at Manchester Mind.
11. Promote and publicise Manchester Mind CYP counselling service to other organisations.

12. To work with the CYP Manager and Service Director to develop counselling services across Manchester Mind in the future.
13. Contribute to our Greater Manchester network of Local Mind Associations – Mind in Greater Manchester in the wider development of therapeutic services.
14. Take a lead on safeguarding issues which arise within the counselling service.
15. Build productive relationships with all Manchester Mind staff and partners.

### **Professional Responsibilities**

1. The post holder will ensure all counselling is carried out within the BACP code of ethics.
2. The post holder will ensure respect for diversity, and commitment to anti-oppressive practice, is at the heart of all aspects of the work.
3. The post holder will undertake management supervision and an annual appraisal with the CYP Manager and participate in clinical supervision.
4. The post holder will attend specialist group supervision in areas that are prevalent for caseload (e.g. work with asylum seekers and refugees, offending etc.).
5. The post holder will undertake appropriate training as agreed with line manager.
6. To comply with all Manchester Mind policies and procedures.
7. To be professional and courteous at all times.
8. To comply with data management as required by the General Data Protection Regulations.
9. The post holder will take personal responsibility for professional development to ensure continued accreditation with UKCP.

# Person Specification

All person specification points are essential unless otherwise stated.

## Knowledge and Experience

- Experience of managing a counselling service.
- Experience of developing and adapting services to ensure accessibility.
- At least two years post qualification experience of delivering counselling.
- Either BACP accredited or equivalent or working knowledge of BACP code of ethics while actively working towards accreditation.
- Experience of delivering counselling to young people. (Desirable)
- Experience of developing and adapting services to ensure accessibility.
- Experience of submitting funding bids. (Desirable)
- Experience of providing supervision to paid and volunteer counsellors.

## Skills and personal qualities

- Recognised counselling/therapy qualification (to a minimum diploma level).
- Knowledge of the practical issues facing young people in Manchester and the effect this can have on mental health.
- Ability to work within safeguarding procedures.
- Ability to work collaboratively to ensure that people feel involved and resources skills and talents are shared.
- Ability to create kind relationships with partners, volunteers, staff and young people that lead to people feeling accepted, understood and able to contribute.

