

STEP 2 YOUNG PEOPLE'S HEALTH

Job description for Service Lead – Counselling and Therapeutic Services

Job Title:	Service Lead – Counselling
Grade:	SCP 27 (£35,745) pro rata plus 5% pension contribution and contribution towards clinical supervision.
Hours of work:	17.5 hours per week.
Location:	Mayfield Centre, Broadway Ave, Bradford BD5 9NP
Accountable to:	Step 2 CEO and Trustees

Background information

The following information is provided to help staff joining Step 2 to understand and appreciate the work content of the post and the role they are to play in the organisation. However, the following points should be noted.

1. Whilst every endeavour has been made to outline all duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used; in which case all usual associated routines are naturally included in the job description.
2. Employees should not refuse to undertake work, which is not specified on this job description, but they should record any additional duties they are required to perform, and these will be considered when the post is reviewed.
3. Employees will be required to participate in an induction programme, which may include training and planning sessions.

Main Purpose:

- To lead Step 2's Counselling Service, which includes counselling children, young people and their families; liaising with schools and partner organisations; supervision for key staff members in partner agencies; and training around children and young people's mental health. The counselling service is offered in several different settings, including primary and secondary schools, health centres and community settings.
- To manage the various counselling projects, and the staff working on them.
- To look for opportunities to develop the service further, and to support the CEO in developing and promoting the wider organisation.

Responsible to:

The post holder will report back to the CEO
Line management and guidance will be provided by the CEO.

Main Task/Activities:

1. To lead a Counselling Service for children, young people and their families, ensuring sustainability and development.
2. To line manage and support the Counselling Co-ordinators.
3. To support the Counselling Co-ordinators in the line management of a team of qualified Counsellors.
4. To line manage the Step 2 Administrator, supporting them to monitor and manage the counselling services waiting list and to support the appropriate allocation of clients.
5. To oversee the professional and personal development of the Counselling Coordinators, the Counsellors and the Step 2 Administrator.
6. To play an active role in the recruitment and retention of high-quality counsellors.
7. To support counsellor placements when there is sufficient capacity to do so.
8. To ensure all necessary policies and procedures are in place and adhered to, and that the service complies with the ethical standards required by the BACP, and other relevant professional bodies.
9. To oversee the accurate and appropriate inputting of counselling notes and client data onto the database, in partnership with the HR and Data Administrator.
10. To manage service level agreements with schools and other partners.
11. To create maintain and adapt systems to effectively monitor and evaluate the outcomes of the of the various workstreams included in the service, to ensure continuous improvement and efficiency.
12. To prepare reports to meet the requirements of funders, schools, Trustees and others as appropriate.
13. To look to develop opportunities to provide relevant training to counsellors and other partners, in consultation with the clinical lead.
14. To work with the CEO and Finance Administrator to manage the budget for the services.
15. To work closely with the CEO to maintain and develop the service at Step 2, including working on funding bids and looking at models to enable sustainability.
16. To contribute to the development of Step 2's strategic vision and develop plans to ensure that the work carried out supports Step 2 to work towards this.
17. To liaise with other partners in the Bradford District to develop the service, building on existing links with local schools, GP surgeries and other agencies where the counselling service is offered.
18. To promote the service, and the whole organisation in the wider district, by representing Step 2 at district wide forums and meetings, and through marketing activities as appropriate.
19. To be able to work on own initiative and have some flexibility with working hours.
20. To participate in internal line management, leadership team meetings and other meetings as appropriate.
21. To work in a way consistent with the values and ethos of Step 2 and the equal opportunities policy of the charity.
22. To be responsible for the management and security of the service premises, resources and equipment when appropriate. Undertake any other duties considered appropriate by the Trustees, within the prime objectives of the post.

Step 2 operates an equal opportunities policy to which the work of the post holder is expected to conform.

It is Step 2's policy to make reasonable adjustments to enable workers with disabilities to undertake the above.

The post holder will receive Step 2 Terms & Conditions of Employment.