**Carers of East Lothian (CoEL)**

**Job Description**

**Job Title Carer Counselling Coordinator**

**Job Purpose To develop and manage all aspects of CoEL’s new Carer Counselling service including providing direct counselling for carers; managing referrals and client allocation; and recruiting, inducting, supporting and line managing volunteer, student and paid sessional counsellors;**

**Accountable to CEO**

**Main Duties**

**Development of Counselling Service**

Lead responsibility to

* In conjunction with the CEO and other colleagues, define and develop CoEL Counselling Service including ensuring the service is focused on very high professional standards and gains appropriate accreditation / recognition with BACP, COSCA or similar.
* Develop and consolidate and volunteer, student and paid counselling provision
* Provide day-to-day coordination of the service including client allocation
* Network with other counselling services and statutory, voluntary and private agencies for mutual benefit

Assist CoEL with

* Financial management of the service
* Fundraising to increase long term core funding for the service

**Volunteer, student & paid sessional counsellor recruitment, training & support**

Responsibility for

* Identifying, recruiting and supporting volunteer and paid sessional counsellors
* Liaising with Universities and Training programmes to recruit, support and guide suitable student sessional counsellors
* Training sessional counsellors in issues specific to caring

Responsibility to ensure

* Counsellors receive regular clinical supervision at the required level
* Confidential case records are maintained by all counsellors and a strict code of confidentiality (in line with BACP/COSCA requirements) is adhered to at all times
* Counsellors are supported in all aspects of their work and are encouraged to make good use of training opportunities
* Probationary and annual reviews
* Quarterly team and feedback meetings of sessional counsellors
* Ensure that the project, volunteers and staff work within recognised professional standards (BACP/COSCA)

**Direct Counselling Provision**

* Carry appropriate caseload of counselling case work

**Administration**

* General administration of the service including working with others in CoEL to ensure appropriate records are maintained

**Monitoring and Evaluation**

Lead responsibility to ensure

* Develop, manage, monitor and report on suitable outcome evaluation tool(s) (CORE, WEMWBS, ONS4, or similar)
* Ensure the service has a system for user feedback and evaluation
* Ensure the service maintains and can report on accurate statistical information about service usage

**General**

The post holder will be part of the CoEL management team and will be expected to:

* Support the planning and implementation of CoEL business plans
* Work with colleagues in the management team ensure that all staff comply with CoEL’s policies and procedures such as confidentiality and record keeping, health and safety, lone working policies, etc
* Participate in CoEL’s team, planning and Board meetings as required
* Carry out other non-recurring duties as arise from time to time, and occasionally help cover carer centre duties during the absence of team members.

**Induction and Staff Development**

There will be a comprehensive induction programme during the first four weeks in post. Training for further professional development will be provided as appropriate. CoEL places emphasis on team accountability and mutual support

**Main Conditions of Service**

Employer Carers of East Lothian (CoEL)

Hours 12 hours pw ideally over 3 days pw but can be negotiated. All salary and benefits are calculated pro-rata based on fulltime of 35 hpw.

Salary This post is the equivalent of AP 5 - £28,262 to £30,784 pro rata.

Benefits CoEL will match up to a 6% pension contribution and offers very flexible working arrangements.

Holidays Equivalent to 35 days (25 days leave plus 10 public holidays taken flexibly) pro rata.

Funding / Duration The funding for this post comes from implementation funds for the Carers Scotland Act. While contract will be to August 2020 in the first instance, we anticipate that this post & this service will be extended.

Location CoEL is currently based in Musselburgh but will be moving to offices within the new Community Hospital in Haddington in 2019. Travel throughout East Lothian and occasionally across Scotland may also be required. Car use is considered essential. Mileage is paid at 45 ppm.

**Person Specification**

**Qualifications**

* Diploma and membership of a relevant professional body, e.g. BACP or COSCA is essential and accreditation as a trainer is desirable.
* Candidates will be expected to have a good general education which may include qualifications community development, adult education, social work, health / nursing, educated to university degree level or other relevant qualifications.

**Experience**

* extensive post-qualification counselling practice, use of CORE evaluation system and of conducting counselling assessment/intake sessions is essential
* experience in managing and supporting professional staff or volunteers in a counselling role is desirable as is experience of service management, development and business planning
* experience in managing own work load
* experience of writing reports

**Skills**

* proven ability in developing person centred services
* ability to motivate and encourage people
* good listening, verbal and written skills, and ability to write reports
* ability to prioritise work and to establish work plans in accordance with service aims and objectives
* ability to work both individually and as part of a team
* proficiency in use of computers including mainstream software programmes, email and internet

**Knowledge**

* an understanding of issues relevant to carers
* an understanding of issues relating to working with and supporting professional staff and volunteers
* understanding of counselling and its relevance to carers
* understanding of different counselling models and approaches
* knowledge of statutory and voluntary sector service providers
* understanding of and commitment to Equal Opportunities

**Other**

* Commitment to treat people fairly and even-handedly
* Clean, valid driving license and access to own vehicle.
* Membership of PVG (Adult) Scheme. If you are already a member we will pay for an update report but candidates who not members will be expected to join at their expense. Currently this costs £59.00.