

# Counselling Service Lead

**The role is 14 hours per week with a salary of £27,000 pro-rata**

(Currently funded to October 2021 with further funding expected beyond that date)

**Home-based during the pandemic with regular reviews**



Closing date: 17th February, 5 PM

Interview date: Week commencing 1st March by Zoom

Start date: 1st April, flexibility available

## We believe in inclusivity

We welcome applications from people from all sections of the community irrespective of race, colour, gender, age disability, sexual orientation, religion or belief.

## About the role

Following a review, this exciting new role will take the lead in ensuring the charity continues to deliver our high quality and established counselling services to anyone affected by pregnancy-related issues in Edinburgh. You will work closely with our Operations Manager to identify and take opportunities to improve and develop the counselling services. You will lead and support our team of 3 sessional senior counsellors and 3 volunteer trainee counsellors, ensuring our counselling service runs safely and effectively to deliver the highest standards of service to the people receiving them.

## What you'll do

- Provide leadership and line management to our counselling team made up of both sessional senior counsellors and volunteer trainee counsellors
- Coordinate team meetings, waitlist, & development of service

- Liaise with other agencies and stakeholders
- Work closely with line management to oversee the counselling service budget
- Monitor and evaluate counselling service
- Produce accurate reports on counselling service outcomes for fundraising, board meetings & annual accounts
- Contribute to funding applications as needed
- Provide fast track counselling and initial assessments if required
- Ensure the counselling service continues to develop in line with COSCA standards and accreditation
- Responsible for upholding relevant child and adult protection procedures and supporting counselling team to do so
- Recruitment, selection, & training of sessional senior counsellors
- Recruitment, selection, & training of volunteer trainees

### What you'll bring

- Minimum 3 years experience of counselling practice
- Minimum Diploma in Counselling
- Registration with recognised membership body (e.g., BACP, COSCA, UKCP)
- Sound understanding of COSCA Ethical Framework

### Including experience in

- Line management
- Handling child and adult protection concerns and disclosures
- Providing online counselling
- Counselling for pregnancy and early parenting-related issues (desirable)
- Excellent verbal and written communications skills
- A proactive and positive approach to problem-solving
- A passion to support others experiencing difficulties in their lives

### What's it like to work for us?

We are a small charity providing practical and emotional support to anyone experiencing difficulties in their lives due to pregnancy or childbirth in the Edinburgh area. The Counselling Lead will be pivotal in continuing to achieve this. You will be supported by our Operations Manager and our experienced and committed Board of Trustees who will give you the autonomy and tailored support

you need to thrive in the role. We understand that people have busy lives and that a job is only one part of that so we offer flexible working.

### **Further information**

Please contact us at [info@counsellingandcare.co.uk](mailto:info@counsellingandcare.co.uk) if you have any questions about the post or application process

Please also see our website: [www.counsellingandcare.co.uk](http://www.counsellingandcare.co.uk)