

## **Crew Counselling Team Coordinator**

### **JOB DESCRIPTION**

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|------------------------|--|
| <b>Responsible to:</b> | Chief Executive Officer  |
| <b>Salary Scale:</b>   | £30,000 (1.0 FTE) £24,000 pro rata   |
| <b>Working Hours:</b>  | 28 hours weekly (0.8FTE)   |
| <b>Office Base:</b>    | 6 Anchor Close, Edinburgh EH1 1PB or working from home as per Scottish Government Covid19 Guidance |

**Role Purpose:** To coordinate and develop the Crew Counselling Service

### **DUTIES AND RESPONSIBILITIES**

- Providing regular and effective line management support and supervision and ongoing support as required to counsellors and practitioners
- Coordinating team meetings, waiting lists and the development of service
- Liaising with other agencies and stakeholders
- Engaging effectively with own line management and case supervision
- Monitoring and evaluation of service
- Producing accurate quarterly and annual reports on counselling service outcomes
- Contributing to and developing funding applications
- Overseeing the service budget
- Facilitating a quarterly development forum for mindfulness, 'Breathe Move Relax' and National Acupuncture Detox Association ear acupuncture practitioners
- Providing counselling to a small caseload of a maximum of 2 people who wish to address their use of stimulant drugs, and 1 weekly assessment
- Ensure development of service is consistent with parallel developments in the British Association for Counselling and Psychotherapy's (BACP) standards and accreditation
- Ensure the service meets relevant quality standards
- Responsible for implementing and upholding relevant child and adult protection procedures and supporting staff/placement students to do so
- Recruitment and selection of staff as required

### **DEVELOPMENT TASKS**

- Ensure the ongoing development of service, eg developing opportunities for suitably qualified placement students; expanding our remote counselling



## Person Specification

| Essential   | Desirable  |
|---|--|
| <b>Previous Experience</b>  |  |
| <p>Minimum 3 years' experience of counselling practice</p> <p>Experience of report writing</p> <p>Track record of successful performance management</p> <p>Experience in handling child and adult protection concerns and disclosures</p>   | <p>Experience of counselling people affected by drug or alcohol use</p> <p>Experience of successfully leading a counselling practice team</p> <p>Experience of delivering appraisals</p> <p>Track record of successful fundraising</p> <p>Experience of using the Salesforce, CORE and SMR25 databases</p> <p>Experience of overseeing a budget</p> <p>Experience of working with volunteers and or placement students</p> |
| <b>Aptitude/Abilities/Skills</b>  |  |
| <p>Ability to lead, motivate and co-ordinate a team</p> <p>Ability to lead and improve practice according to BACP organisational requirements</p> <p>Able to build positive therapeutic relationships with clients affected by stimulant drug use</p> <p>Able to balance competing priorities and a full and complex workload, including a small counselling caseload</p> <p>ICT skills including advanced MS word processing and</p> | <p>Writing reports for Crew's Board, funding organisations and the CEO</p>   |

|  |   |
|--|---|
| <p>use of databases to enter data and retrieve reports</p> <p>Ability to produce accurate, clear reports within specified deadlines</p> <p>Able to engage effectively with own case and line management support and supervision</p>  |   |
| <p>Education/Knowledge</p>   |   |
| <p>Registered member of BACP, COSCA or other relevant body</p> <p>Post-Graduate or Diploma level qualification in counselling or psychotherapy</p> <p>Sound understanding of BACP guidelines and ethical framework and willingness to work according to these</p> <p>Continued Professional Development Training in counselling</p> <p>A good understanding of child and adult protection principles and procedures.</p> <p>Willingness to learn about stimulant drugs and their effects</p> | <p>Accredited counsellor with BACP/COSCA or equivalent, or willing to work towards accreditation</p> <p>Continued Professional Development training on stimulant drugs and their effects</p> <p>Training in use of the DAISy database</p> |
| <p>Attitudes Personality</p>   |   |
| <p>Willing to work according to Crew's organisational ethos of working <b>with</b> people to effect change</p> <p>Committed to Crew's organisational values: being accepting, genuine and empathetic</p>   |   |
| <p>Other</p>   |   |
| <p>Ability to work flexible hours including providing an evening counselling session until 7PM with a time off in lieu (TOIL) system</p>   |   |

To apply for this post please complete the accompanying application form and return to [applications@crew2000.org.uk](mailto:applications@crew2000.org.uk) by **12.00 Noon Friday 30<sup>th</sup> April 2021**.





Please note that this email address will not be monitored until after the closing date – please contact [admin@crew2000.org.uk](mailto:admin@crew2000.org.uk) if you have a query.

Please note that no applications received after this time and date will be accepted.

Interviews will take place **Monday 10<sup>th</sup> May 2021 via Zoom or Teams.**

Crew 2000 (Scotland) is a company limited by guarantee; registered in Scotland, company number SC176635 and a charity also registered in Scotland, SCO 21500. Registered office:  
32/32a Cockburn Street, Edinburgh EH1 1PB

