

Crew Counselling Team Coordinator

JOB DESCRIPTION

Responsible to:	Chief Executive Officer
Salary Scale:	£30,000 (1.0 FTE) £24,000 pro rata
Working Hours:	28 hours weekly (0.8FTE)
Office Base:	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 4 counsellors and 4 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
- Experience of counselling people affected by drug or alcohol use is desirable but not essential: we can provide training to candidates meeting the essential criteria.

DEVELOPMENT TASKS

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



Person Specification

Essential	Desirable
Previous Experience	
<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>
Aptitude/Abilities/Skills	
<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</p>	<p>Writing reports for Crew's Board, funding organisations and the CEO</p>



<p>caseload</p> <p>ICT skills including advanced MS word processing and 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>	
Education/Knowledge	
<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>
Attitudes Personality	
<p>Willing to work according to Crew’s organisational ethos of working with people to effect change</p> <p>Committed to Crew’s organisational values: being accepting, genuine and empathetic</p>	
Other	
<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 by **12.00 Noon Friday 30th April 2021**.

Please note that this email address will not be monitored until after the closing date – please contact 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 10th 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

