



# COUNSELLING ADMINISTRATOR

PART-TIME  
2022

St Paul's and St George's (Ps & Gs) is a vibrant Scottish Episcopal (Anglican) church with a congregation of around 1,000 which has at its heart our belief that we are called to be whole life disciples, sharing the whole of the gospel, with the whole of society, through churches of grace.

We are looking for an administrator to help with the day to day running of the counselling service. You will be the first point of contact for clients and other members of the public who come into contact with our service.

Is that you? Keep reading to find out more.

Thank you for expressing interest in the Counselling Administrator role at Ps & Gs. I hope you find the enclosed material helpful in telling you a bit more about the church, and the job. If I can help in any way, do please get in touch with me via the church office.

Ps & Gs Church is a large and dynamic church located in Edinburgh's city centre. Our Counselling Service is well established and serves both people who are part of the congregation and people who are referred from other services.

Please be assured of our prayers as you seek whether God is calling you to join us. Thanks again for your interest.

Yours warmly,

Dave Richards, Rector



## About Ps & Gs Counselling

The Counselling Service, which was established around 30 years ago:

- to provide support for anyone in the congregation, from the wider church, and from the local community. Referrals also come from local GP practices.
- to encourage counsellors in training by offering practice placement opportunities.
- to proactively liaise with other agencies, particularly those with a Christian ethos.
- to provide listening and CPD courses.
- to raise the profile of the church as a place where people can bring their difficulties and receive a professional service.

The current staffing profile consists of the Head of Counselling (Shirley Sim – 25 hours/week), several volunteer counsellors and placement students. It is a generic service with specific expertise in individual and couples counselling. We are pleased to be expanding the service by appointing another counsellor.



## About Ps & Gs Church

Ps & Gs (St Paul's and St George's) is a Scottish Episcopal Church with a congregation of around 1,000. Our aim is to bring people and God together by being whole life disciples, sharing the whole of the gospel, with the whole of society, through churches of grace.

Built in 1818 and refurbished in 2008, the church building stands in a strategic location in the heart of Edinburgh's New Town. We have three Sunday services and a separate Church Online service, a vibrant community life with over 50 ministry areas, and many opportunities to serve those around us.

We are at an exciting time in the life of Ps & Gs. Despite Covid-19 and although our doors were closed for long time, we have been continuing to deliver and expand our ministries. We began online services in March 2020 and were featured on the BBC website at Easter as our services were reaching 4000 people. Our Saturday Meal, which reaches out to the homeless and vulnerable in our community by providing a free meal every Saturday, continued throughout the lockdown period.

With restrictions easing, we are adapting again to running ministries in person, online or hybrid. Our Counselling Service is responding to the challenges caused by the pandemic. Our Children's Ministry is engaging regularly with families who are delighted to be able to meet in person again, whether they attend church on Sundays or through our midweek Babies and Toddlers group. We also launched a Baby Bank to support families, particularly those in financial difficulty. Our Saturday Meal has returned indoors, welcoming guests that the pandemic and lockdowns have been particularly hard on. We encourage and help people in Ps & Gs become whole life disciples through Connect Groups, courses such as the Network course, and our Core Leadership Programme. We are running the Alpha Course both in person and online.

We believe that God wants us to be a church that takes calculated risks; to be innovative, radical and creative in our worship, evangelism and life together. We have adopted a strategy for 2020-2025 which has at its heart our belief that we are called to be whole life disciples, sharing the whole of the gospel, with the whole of society, through churches of grace. We have planted two churches in the last 6 years and have plans for three more in the coming years.

### STRATEGY

Our current strategy has four strands:

- Changing Lives
- Transforming Society
- Deepening Influence
- Church Planting

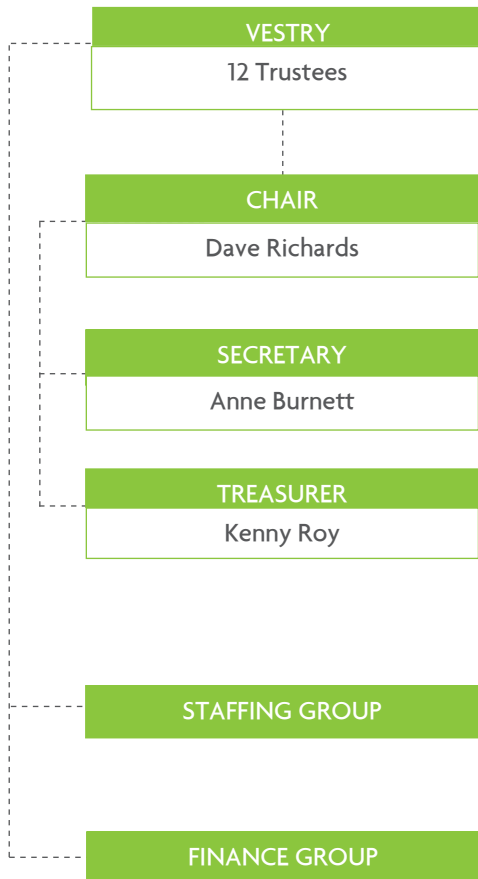
A summary of our strategy is on our website: [www.psandgs.org.uk/strategy](http://www.psandgs.org.uk/strategy)

# Our structure

## Vestry

The Vestry operate as non-executive trustees and hold the responsibility for finance, property, safeguarding and the overall strategic direction of the church.

The Vestry is made up of elected members of the congregation, clergy, Operations Director, and is chaired by the Rector.

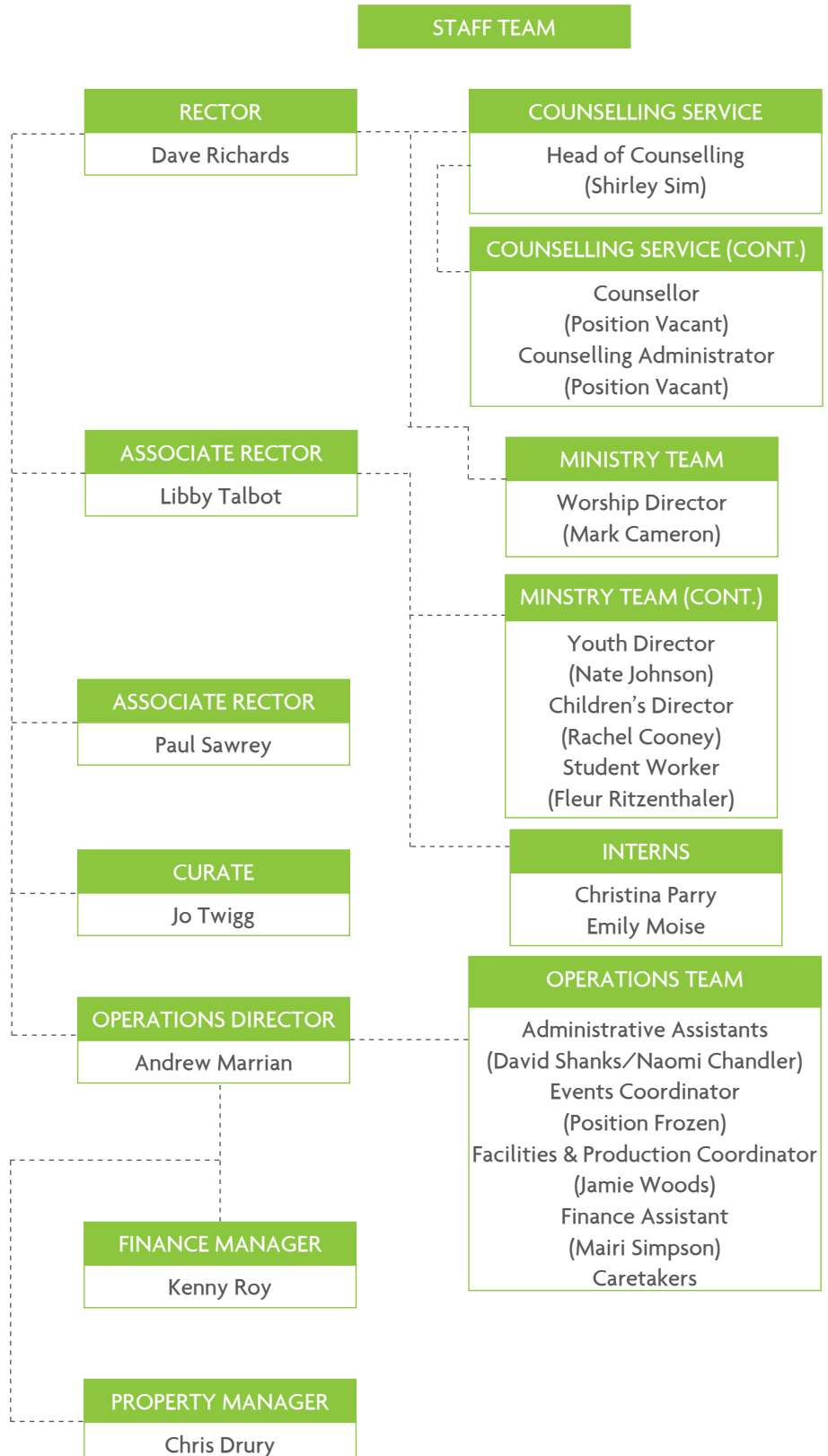


## Staff and Volunteers

The staff are responsible for enabling the day-to-day operational ministry of the church.

The counselling service is professional and highly regarded both internally and in the wider community.

The church has a strong volunteer base as well as various areas of ministry coordinated by volunteer-led teams.



The post will provide administrative support to our counselling service and often be the first point of contact for clients and other community contacts. The post will also support the Head of Counselling in the development of the well established Counselling Service at Ps & Gs Church.

The key areas of your responsibility would be:

## 1. Reception

- To welcome clients and offer tea/coffee.
- To inform counsellors or clients' arrival.
- To ensure waiting area and other communal areas are tidy and welcoming.
- Report to Head of Counselling any issues and concerns in the premises.

## 2. Administrative

- Respond to enquiries, taking clear and detailed messages, and ensure messages are dealt with efficiently and in timely manner.
- To provide administrative support to the Head of Counselling and counselling team.
- To develop, manage and organise the filing system, keeping it up to date.
- To manage and update records.
- To assist in the collection and registration of counselling data for service audit and statistical reports.
- Maintain Counselling sessions contributions, budget and records.
- Provide support to wider staff team as required by Operations Director.

## 3. Counselling Service

- To arrange counselling appointments, follow up the administrative progress and report to Head of Counselling of changes in schedules, etc. Counselling Service.
- To ensure messages from client to counsellors are delivered efficiently.
- To support Head of Counselling in the organisation and distribution of material to the counselling team.
- To assist in the timely allocation of clients and waiting list management.
- To help develop and improve counselling service by ensuring efficiency in service delivery, establishing effective service monitoring systems, and managing communication pathways.

# About you

### We believe the post-holder will:

1. have proven organisational skills.
2. have excellent verbal and written communication skills.
3. be empathetic and able to deal with stressful situations in a calm and professional way.
4. be IT Literate and able to develop and maintain office systems.
5. operate with sensitivity, discretion and confidentiality.

### To apply:

Please complete an application form (available from [www.psandgs.org.uk/jobs](http://www.psandgs.org.uk/jobs)) and return by email to [david@psandgs.org.uk](mailto:david@psandgs.org.uk).



# Job Terms and Conditions

1. The role is 16 hours per week, excluding breaks, to be worked flexibly as required. (Normally Monday-Thursday 9am-1pm but evening cover will be required)
2. The post is permanent.
3. The notice period is 1 month.
4. The probation period is 6 months.
5. The role reports to the Head of Counselling and is reviewed annually.
6. You will be enrolled in a direct contribution pension scheme (NEST) or by agreement contribute into an alternative scheme.
7. Salary is negotiable dependent on experience, but is in the range of £8000-£9000.
8. You are entitled to 30 days holiday (pro-rata), plus 5 designated public holidays, per year.
9. The appointment will be subject to you, if successful, obtaining a PVG Scheme Record (Enhanced Disclosure) through Disclosure Scotland. If you are invited to interview, you will receive more information about this
10. You will be expected to have empathy with the vision, strategy, ethos and culture of Ps & Gs Church.
11. This is a new post and is available to start as soon as possible.