

Wellbeing Scotland

JOB DESCRIPTION

Job Title	Practice Supervision Manager
Location	Alloa but covering Scotland
Salary	£34,712 (pro rata)
Hours of Work	tbc
Reporting to	Corporate Services Manager
Supervisory Responsibilities	Supervision of staff and volunteers

Wellbeing Scotland is a community-based organisation working with impact on Wellbeing from life circumstances comprising a range of specialist services under the Wellbeing Scotland umbrella.

Services include:

Open Secret working with survivors of childhood abuse.

Wellbeing matters working with all aspects of wellbeing.

Stronger Together working with sexual exploitation and abuse in young people.

Children and Families including schools' services.

The In Care Survivors Service Scotland was developed to highlight and address the long term effects, as well as current and future needs of those survivors subjected to neglect, physical, emotional and sexual abuse whilst in care.

Training

All services involve:

- Individual/groupwork
- Training, support and supervision of volunteers
- Resource bank of information
- Raising awareness and campaigning
- Involvement in issue based work which tackles discrimination and disadvantage at local, national and international levels
- Contributing to research and legislative changes and developments
- Advocacy and sign posting to other services

Services are also offered to workers in statutory, voluntary and community settings.

Services comprise:

- Training/consultation for statutory, voluntary and community agencies
- Resource bank of information
- Opportunities for partnership/joint working

Job Purpose: The post-holder will:

- Have responsibility for providing 1:1 clinical supervision to counselling staff, volunteers and trainees in line with Wellbeing Scotland supervision policy.
- Supporting Wellbeing Scotland counsellors to provide safe and effective clinical services.
- Contribute to service development and continuous quality improvement within the organisation.
- Being part of the management team while maintaining professional boundaries.

Main Duties & Responsibilities

1. Providing counselling supervision

- Provide counselling supervision to qualified staff, volunteers and trainees in line with COSCA Statement of Ethics and Code of Practice or BACP requirements depending on the professional background of staff.
- Keep accurate, detailed and timely records of the supervision sessions.
- Work closely with Wellbeing Scotland Operational Manager to provide consistency in standards.
- Provide group supervision to volunteers.
- Maintain and develop appropriate systems to ensure the best use of supervisor time.
- Work flexibly to provide a service that fits well with counsellors varied hours.
- Monitor the provision of counselling to ensure all staff that require supervision are able to access this.
- Complete forms as required by the education providers.
- Provide the Corporate Services Manager regular reports on the uptake of supervision, hours provided, and the overall quality of counselling provided.

2. Supporting safe and effective practice

- Be aware of and promote all company policies and procedures.
- Support staff/ volunteers to collate all data required for service monitoring including client outcomes and feedback forms.
- Support and provide advice to staff/ volunteers to ensure good safeguarding practice for children and vulnerable adults.
- Be involved in the induction of new staff/ volunteers and Wellbeing Scotland training events.
- Meet regularly with the Operational Manager to contribute to service development.
- Ensure that any serious concerns about staff / volunteers are brought to the attention of the Operational Manager.

3. Service development and continuous quality improvement

- Support and encourage staff/ volunteers to continuously review their therapeutic skills to meet the needs of Wellbeing Scotland clients.

- Support Wellbeing Scotland clinical audit and the evaluation of service delivery against recognised standards.
- Contribute to the development of new company policies and procedures.
- Contribute to Wellbeing Scotland service development.
- Attend internal or external training events.
- Support the Operational Manager in making the most efficient use of the charity's resources at all times.
- Support user empowerment and their participation in service development.
- Support the service at all times in promoting equality and addressing discrimination.
- To take responsibility for volunteer recruitment with the Operational Manager including meeting educational establishments to generate interest in Wellbeing Scotland placements.
- Attendance at volunteer recruitment events e.g. Freshers Fairs.
- To attend networking events/ forums on behalf of the service.

4. Training internal and external

- To review and develop Wellbeing Scotland's training programme for volunteers.
- To develop training for internal staff/ volunteers to ensure high level practice and quality standards.
- To co-facilitate the volunteer training programme where necessary.
- To pursue accreditation for all Wellbeing Scotland training.

5. Organisational

- The post-holder is expected to provide a positive role model to staff and volunteers at all times reflecting the organisations values.
- The post-holder is expected to be up to date with good practice, attend training and meet Continuing Professional Development requirements to maintain COSCA recognition.
- The post-holder is expected to recognise the boundaries between line management and supervision.
- Attending line management and supervision.
- Contributing to newsletters and annual report.
- Taking part in at least two fundraising events a year.
- Promotion of fundraising events.
- Participation in social media and other communication methods to promote the service.
- Other activities as determined by the exigencies of the service.

Person Specification

Qualifications/Skills

The post holder must be a qualified Counsellor, Psychotherapist or Counselling Psychologist.

In addition, the following is essential:

- Qualification in clinical supervision
- Significant post qualification status as a counsellor/psychotherapist/ psychologist.
- Accreditation/registration as a counsellor/psychotherapist and supervisor with BACP/UKCP/BPS/ COSCA or equivalent.

- Significant experience of supervising groups and individual counsellors/psychotherapists from a range of training backgrounds.
- Clinical experience of working with clients with a range of difficulties including complex mental health issues, complex trauma, drug and alcohol issues.
- Experience of providing both individual counselling and groupwork.
- Knowledge of complex issues involved in therapeutic work within the field of sexual violence.
- Understanding of issues regarding confidentiality and management of risk within a counselling service.
- Good administrative skills.
- Understanding of the voluntary sector.
- Commitment to on-going supervision of supervision.
- Experience of designing and delivering training.
- A driving licence and access to a car.

Personal attributes:

- Resilience, reliability, flexibility.
- Good communication skills and commitment to work collaboratively.
- Commitment and interest to the overall development of Wellbeing Scotland including fundraising.

Key Competencies:

- Excellent communication and interpersonal skills to deal with a variety of internal and external stakeholders.
- Results oriented and problem-solving approach to work with a focus on making effective decisions.
- Adaptable and flexible approach.
- Ability to be creative for continuous improvement to contribute towards a culture of innovation along with knowledge impact for the wider organisation.
- Ability to communicate topics of a sensitive nature effectively.
- Ability to work both alone and in a team.
- Proactive in reviewing and evaluating own performance and identifying and acting upon areas for improvement and development.
- Attend and participate in team meetings, management meetings and other meetings as required.