

**COUNSELLING TEAM LEAD JOB DESCRIPTION**

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| **POST** Counselling Team Lead |
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| **BASE** 82-86 Great Junction Street, Edinburgh, EH6 5LL, |
| **HOURS** 28 hours per week |
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| **CONTRACT** Fixed Term for 3 years (extension subject further to funding) |
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| **MANAGEMENT** Line managed by the Service Manager |
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| **RATE OF PAY** Full time £32,000 , pro rata to 28 hours £25,600 |

**PURPOSE OF JOB**

**The Counselling Team lead will be responsible for**

* Line-managing and supervising staff and volunteers delivering specialist counselling support to young people aged 12-21 living in Leith and North East Edinburgh.
* Developing and delivering a volunteer recruitment and induction programme
* Carrying a small counselling support caseload and providing access appointments. The post-holder will take an approach informed by an understanding of trauma.
* Work alongside the Junctions Management to contribute to the operational and strategic leadership of the organisation.

**Main duties include**

*Management and leadership*

1. Provide high quality line management to staff and volunteers, including; support and supervision, oversee caseloads and allocated tasks, and ensure record-keeping and monitoring and evaluation are up-to-date.
2. Ensure accurate records of all supervision are kept, and facilitate annual appraisals with supervised staff, working with them to identify and work towards goals for the service, identifying strengths and areas for development.
3. Work with the Service Manager to ensure delivery of services is in line with Junction values, policy and relevant legislation.
4. Model a resilient approach to working in the service demonstrating a clear understanding of the importance of and commitment to self-care
5. Work with the Service Manager to implement the strategic plan as relevant to the counselling service.
6. Responsibility for safeguarding, including being the Child Protection Lead for counselling staff and supporting other staff when appropriate
7. Work with the management team to conduct a regular review of The Junction’s services against the Evaluation Framework.

*Working with young people*

1. Provide regular face to face counselling support sessions to young people
2. Conduct initial assessments working with young people to identify their needs, goals and assess the suitability of all Junction services to best meet their needs.
3. On some occasions provide support through other communication methods e.g. email/phone/video call.

*Development and coordination*

1. Lead on the development of The Junctions’ counselling service responsiveness to young people’s needs, as agreed with the Service Manager.
2. Create appropriate resources for the counselling and, in liaison with the Service Manager, develop appropriate processes and protocols for the services.

*Working with others*

1. Establish and maintain effective working relationships with staff from other agencies
2. Promote effective partnership working with key stakeholders, including participation at relevant multi-agency / strategic partnerships.
3. Work effectively with The Junction Team, attending meetings as required.

*Working safely*

1. Attend internal training and practice development sessions.
2. Ensure adherence to all relevant legislation and organisational policies including child and adult protection procedures, health and safety and lone working.
3. Work in accordance with The Junction’s policies and values.

*Recording, reporting, monitoring and evaluating*

1. Keeping accurate records of support provided
2. Contributing data to monitor and evaluate counselling - including use of The Junction’s data management system.
3. Contribute to the writing of applications and reports for funders and the Board of Directors.
4. Work with the Service Manager and Project Work Team Lead to assess need and demand on the service and how best to address this.

This job description is not exhaustive and, following consultation, the post holder may be required to fulfil other responsibilities and tasks or cease any of the tasks given above.

**REPORTING RELATIONSHIPS**

This position will report to the Service Manager.

The post-holder will have the following line management responsibilities:

* Counsellor, partnership project
* Volunteer Counsellors

**PERSON SPECIFICATION**

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| **Criteria** | **Essential** | **Desirable** |
| **Management and leadership** | * Demonstrable experience of managing, supporting and supervising staff and/or volunteers. * Demonstrate a resilient approach, adopting and modelling strategies for managing workload, maintaining appropriate boundaries and promoting self-care. * Experience in, and knowledge of service planning and development | * Experience of promoting and sustaining volunteering within an organisation |
| **Working with young people** | * Experience of providing individual counselling and/or support for young people using a trauma-informed and young person centred approach. * Qualification in counselling/psychotherapy at diploma level or above * Being Registered with BACP / COSLA | * Experience and skills in facilitating group support. * Health Issues work with young people * Involvement in awareness raising campaigns * Experience in providing high quality training material and resources |
| **Working with others** | * Ability to work collaboratively with key stakeholders to represent and promote The Junction * Ability to work effectively as part of a team, and provide leadership when required | * Experience of chairing meetings and/or facilitating working groups * Awareness of a peer based working environment. |
| **Working safely** | * Ability to work according to relevant legislation, policy and procedures in support work, and to ensure others work in accordance with these. * Understanding of relevant safeguarding legislation (vulnerable adults, child protection, sexual offences, adults with incapacity). * Clear commitment to equality and diversity, and anti-discriminatory practice. | * Relevant training in these legislative areas. |
| **Recording, reporting, monitoring and evaluating** | * Ability to ensure effective operation of systems for recording and reporting in relation to the support service, in accordance with The Junction’s data protection policy. * Knowledge of relevant monitoring and evaluation systems and commitment to ensuring their effective operation. | * Experience of writing applications and reports to funders. |
| **Using IT and systems** | * Competent Microsoft user (Outlook, Excel, PowerPoint and Word). | * Familiarity with using online case management/outcomes recording systems |

**TERMS AND CONDITIONS**

**Confirmation of appointment:**

* This is a fixed term appointment subject to funding. Confirmation of appointment is subject to satisfactory completion of a 3-month probationary period ending when a probationary review has been completed

**Hours of work:**

* Hours of work by mutual agreement. Contract will be for 28 per week, worked flexibly to meet the demands of the job – including evening work (no later than 7.30pm). Occasional weekend work.

**Holidays:**

* Annual leave entitlement is 25 days and 11 public holidays.

**Pension:**

* You will be auto enrolled in our pension scheme with a 4% contribution from you and 10% from The Junction

**Training and support and supervision:**

* You will receive induction training and frequent support in the first three months. Thereafter you will receive monthly individual support and supervision and annual appraisals. Regular team meetings will be held and staff have access to internal and external training. External Clinical Supervision practice support provided at a frequency agreed with your line manager