

HEAD OF COUNSELLING

2023

St Paul's and St George's (Ps & Gs) is a vibrant Scottish Episcopal church in the centre of Edinburgh with a congregation of around 1,000. At our heart we believe 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 invested in wholeness ministries and have a well-established Counselling Service on site in the city centre of Edinburgh.

We are looking for an experienced and passionate Head of Counselling to lead and develop this highly-regarded Service. You will lead a team, oversee over 20 committed volunteers and ensure we deliver a safe, professional and effective service to a range of clients. The role is incredibly rewarding and is an excellent opportunity for the right person.

Intrigued? Please read on to find out more...

Introduction

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

Our Counselling service is well established and serves both people who are part of the congregation and people who are referred from other services.

The Head of Counselling role is pivotal in providing a safe and valuable service to our diverse range of clients. You will be an experienced and qualified practitioner with a desire to see others grow and flourish. You will enjoy overseeing volunteers and collaborating with other services to ensure best practice and training excellence.

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 has been established for 30 years and is a generic service with specific expertise in individual and couples counselling.

It is a small team of four part time employees: Head of Counselling (this vacancy), Counsellor and two part time administrators together with a team of around 20 volunteer counsellors and trainees.

It exists to:

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

The Counselling Service is a member of the Association of Christian Counsellors and adheres to their statement of faith and code of conduct.

About the role

Main duties and responsibilities

- Lead and manage Ps & Gs Counselling Service.
- Manage Counselling Staff team.
- Oversee a team of volunteer counsellors.
- Provide support and guidance to both qualified and student counsellors.
- Ensure all qualified and student counsellors receive required level of supervision.
- Offer supervision as appropriate.
- Hold a personal caseload.
- Plan a programme of CPD for the team.
- Take the professional lead in reviewing/updating counselling policies and practices.
- Lead and supervise the development and implementation of all operational business plans and service improvement.
- Lead on the recruitment and induction of volunteer trainee and qualified counsellors and volunteer receptionists.
- Attend staff prayers and other staff meetings each week and establish working relationships with the wider staff team.
- Report annually to Vestry.
- You will be responsible for the budgets for the counselling service, under the direction of the Finance Team.
- Ensure team have regular safeguarding training and all safeguarding guidelines are followed.
- Follow GDPR guidelines and ensure IT is used responsibly, including safe storage and appropriate retention of client information.
- Work with Counselling Advisory Group on implementation of its recommendations.



Registration & Qualifications:

Essential

- Registration with a professional body
- Diploma in Counselling
- Supervision Qualification

Desirable

- Accreditation with a professional body

Clinical Knowledge and Experience

Essential

- Good working knowledge of ethical polices e.g. BACP Ethical Framework and ACC Ethics and Practice.
- Experience of holding a Clinical Governance/ Leadership role (or equivalent).
- Knowledge and experience of working within Health and Safety guidelines, processes and all other relevant legislation.
- Experience of working in a highly confidential setting.
- Well developed therapeutic and theoretical knowledge of a variety of counselling models.
- Experience of working with a wide range of presenting issues.
- Experience of placement supervision of trainee counsellors.
- Experience of recruitment and oversight of volunteers.
- Ability to lead a team of counsellors balancing individual ways of working with meeting the objectives of the service.
- Ability to run training events working with other counselling services in the city and Vital Connexions.

Desirable

- Couples Counselling experience and qualification.
- Children and Adolescent experience and qualification.
- Experience of organising placements for trainee counsellors.

Organisational Management Skills

Essential

- Good IT skills: MS Office.
- Ability to prioritise own workload, that of others and to ensure delivery of an efficient service.
- Good written and verbal communication skills.
- Ability to design, produce and interpret data reports.
- Ability to communicate effectively with a wide range of people in both formal and informal settings.
- Policy creation and reviewing.
- Budget setting and management.
- Line Management of staff.
- Working as part of a team.

Desirable

- Experience of using medical practice management software.



Who you'll work with

You will have a broad variety of key relationships:

- You will be line managed by the Rector.
- You will line manage two part time administration assistants.
- You will line manage and have clinical oversight over a Counsellor.
- You will oversee and have clinical oversight over a team of volunteer and student counsellors.
- You will be part of the Head-to-Head team and will meet with other ministry heads fortnightly.
- You will be part of the Counselling Service Advisory Group.
- You will be part of the Safeguarding Advisory Group.
- You will be part of the Ps & Gs staff team and will build relationships with the Ministry and Operations Teams.

A staff organisation chart can be found on page 6 and you can see the staff team at www.psandgs.org.uk/staff



Key Information

1. The role has an occupational requirement that the post-holder has an active and lively Christian faith.
2. The role is permanent and has a mutually-reviewable probationary period of six months.
3. The role is 25 hours per week.
4. The notice period is three months.
5. The appointment will be subject to you, if successful, obtaining a PVG Scheme Record through Disclosure Scotland. If you are invited to interview, you will receive more information about this.
6. You would be expected to become a member of Ps & Gs Church.

Please note that we can only accept applications at this time from people who have a right to live and work in the UK.



Benefits

1. The salary for this role is £33,516 (£23,940 pro rata).
2. You will be entitled to 25 days holiday and five public holidays (pro rata), five designated public holidays, plus additional time off between Christmas and New Year.
3. You will be enrolled in a direct contribution pension scheme (usually NEST however other arrangements can be negotiated).
4. You are entitled to prayer and study days. (approx 4 per year)
5. Supervision and CPD will be supported and funded.

Application and Interview notes

The closing date for this post is at **12 noon on Monday 9 October 2023.**

Please complete an application form (available at www.psandgs.org.uk/jobs) and return to David Shanks; david@psandgs.org.uk.

Interviews will take place on Tuesday 17 October at Ps & Gs Church. This will be a presentation and panel interview, more details will be given if you are invited to interview.



About Ps & Gs Church

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, a vibrant community life with nearly 30 ministry areas, and many opportunities to serve those around us.

We are at an exciting time in the life of Ps & Gs. We have been continuing to deliver and expand our ministries to respond to the ever-changing needs of our congregation and city. As well as Sunday services, we offer a wide range of courses, activities and ministries.

We are passionate about evangelism and run the Alpha Course both in person and online. Our Saturday Meal reaches out to the homeless and vulnerable in our community by providing a free meal every weekend. Our Counselling Service is responding to the ongoing challenges caused by the pandemic and the cost-of-living challenges.

Our Children's Ministry is engaging regularly with families, whether they attend church on Sundays or through our midweek Babies and Toddlers group. Our youthwork is growing and developing.

We are a gathered church, and so encourage people to become whole life disciples through local Connect Groups.

We ask that anyone who calls Ps & Gs their home church gets actively involved by regularly **praying** for the work, **servicing** as part of a volunteer team, and by **giving** financially to keep making church happen. We are hugely thankful for the generosity of our congregation.

STRATEGY

Since the end of the pandemic, we have developed a two year 'Plans & Priorities' strategy which will run until the end of 2024. It's areas of focus are as follows:

- **Growing and deepening** in discipleship, community, sharing our faith, in strategic partnerships, developing out ministry areas, and in supporting wider ministry and mission in the UK & overseas
- **Exploring and planning** church planting and increasing our social outreach ministries
- **Loving and serving with impact** caring for refugees and New Scots, being able to respond quickly to local needs in partnership with other organisations.

A summary of our strategy is on our website:

www.psandgs.org.uk/strategy



5 About Edinburgh

Edinburgh is home to Ps & Gs and is Scotland's capital. It is a vibrant, cosmopolitan, and cultural city with a fascinating history, a stunning skyline, and a wonderful location on the Firth of Forth. The city's population doubles during the summer months as the various Festivals (Art, Jazz & Blues, Book & Storytelling, Film, Science, International Festival, and the Fringe) welcome over half a million people from across the world.

With four Universities, Edinburgh truly lives up to its reputation as a seat of learning and research. The city is a thriving centre for finance and commerce. With its UNESCO World Heritage listing, its famous Military Tattoo and Hogmanay celebrations, it is known as one of the leading cities of the world. Lots of green space, the quaint Old Town and the stunning Georgian New Town contribute to making this city a great place to be.

We think Edinburgh is a wonderful city in which to live, work and worship: all the resources and culture of a capital city, but on a manageable scale. It is a haven for foodies with an incredible concentration of diverse eateries across the city. Coast and mountains are nearby, not to mention Arthur's Seat in the heart of the city. It really has something for everyone!

It's a great place to be - come and join us...



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 church has a strong volunteer base of over 400 as well as various areas of ministry coordinated by volunteer-led teams.

See the team: www.psandgs.org.uk/staff

