



## **Job Description**

### **Service Manager Therapies (Scottish Borders)**

<b>Job Title:</b>	<b>Service Manager Therapies (Scottish Borders)</b>
<b>Employer:</b>	Board of Directors, Midlothian Young Peoples Advice Service
<b>Responsible for:</b>	School Counsellors and Administrator
<b>Responsible to:</b>	Chief Executive
<b>Salary:</b>	Grade 63-77 £38,814 - £46,929
<b>Hours:</b>	35 per week
<b>Leave:</b>	26 days annual leave/10 public holidays, to be worked flexibly to suit the needs of the service.
<b>Place of work:</b>	Travel throughout Scottish Borders including operating from other venues will be required. A full driving licence and access to transport or the ability to travel throughout the authority area are required. MYPAS reimburses mileage and supports remote working where appropriate and agreed by line management for administrative tasks.

#### **Special conditions:**

- The contract will initially run until 31<sup>st</sup> March 2028
- Some evening and weekend work may be necessary – based on advance notice and a TOIL system.
- You must be able to travel across the Scottish Borders and will be required to attend meetings in Midlothian or East Lothian.
- MYPAS will contribute 6% to the MYPAS nominated pension scheme
- The job will be initially on a 3 month probation period. This probation may be extended.

In return for flexibility in working patterns and travel, we offer a supportive, reflective team culture, regular clinical and line management supervision, and opportunities for ongoing professional development. We also encourage autonomy and creativity in shaping your week to suit both the needs of the service and your own work-life balance.

#### **Job Purpose:**

Responsible for the management, day to day operation and development of the School Counselling Service within Scottish Borders for MYPAS, including line-

management of the service staff team. Provide 3-4 weekly counselling sessions within working hours to maintain clinical relevance and insight.

### **Main Duties:**

#### **Service management and development:**

Oversee the development and delivery of School Counselling services to children and young people which reflects their needs, compliment other MYPAS services and are in line with MYPAS policies.

Contribute to the design of, and implement, the operation of the referral process for the School Counselling service

Ensure the service maintains confidentiality, is age appropriate, follows correct codes of conduct and relevant legislation

To ensure the service abides by the ethics and codes of practice associated with BACP.

To oversee case records of the service that maintain the progress of, and measures outcomes for, young people.

Identify gaps in service in Scottish Borders and work with the Manager to seek funding to address these gaps

Produce policies and procedures, with the Chief Executive, that are necessary for the effective operation of the service and ensure all relevant policies are being adhered to by staff within the service.

Ensure the resources of the service are utilised effectively including monitoring of relevant budgets.

Ensure participation from all relevant stakeholders and potential stakeholders in the development of the School Counselling service.

Produce clear strategic plans for the delivery and development of the School Counselling service

Make informed decisions regarding safeguarding and child protection in line with MYPAS policy and national guidelines, and support staff in doing so.

### **Staff:**

Manage the service staff team, including recruitment, regular line management supervision and annual appraisal.

Arrange regular team meetings and team planning sessions

Co-ordinate staff training and development for the service team.

Oversee supervision of student placement programme, directly supervising students where appropriate

#### **Partnership working and service development:**

Contribute to planning processes with key partners in order to identify joint priorities for developing services and programmes.

Ensure the service contributes to the sharing of information between agencies

Raise awareness of the School Counselling service and wider MYPAS services through attendance at planning, networking and training meetings and events.

Work in partnership with other agencies to respond to training and awareness raising requests.

Work with service providers and other parts of the MYPAS service to provide a holistic service to young people in line with agreed policies.

Provision of consultancy and advice to professionals across statutory and voluntary sectors with regard to the assessment and support of young people who experience emotional or psychological difficulties.

Ensure the service contributes to the sharing of appropriate information between agencies, working in line with GIRFEC principles.

### **Monitoring and evaluation:**

Use established monitoring and evaluation systems to assess the service's impact, while contributing to their refinement and future development.

Produce written reports, including regular monitoring and progress reports, to funders and MYPAS Board of Directors.

### **Communication:**

Ensure that the service is publicised effectively to young people, professionals, parents and the wider public.

Work collaboratively to raise awareness of the School Counselling service in Scottish Borders and wider MYPAS services through liaison with relevant agencies and participation in meetings, forums, and training opportunities

Attend MYPAS full staff meetings and planning sessions.

Liaise with the MYPAS Boards of Directors, including attendance at meetings when requested.

Contribute to MYPAS Management Team meetings

### **Work with young people:**

Provide weekly counselling sessions to young people aged 10-18 years old at various times and locations including evenings and weekends

Within agreed procedures and policies personally conduct assessments of young people taking into account their mental health state, contextual factors and capacity to understand and engage with MYPAS.

Manage a specialist clinical caseload and contribute to the management of enquiries, consultations, referrals, monitoring / prioritising the waiting list and discharging clients.

Work in accordance with recognised good practice regarding confidentiality, age appropriateness, correct codes of conduct, relevant legislation, child protection and ethical frameworks (including BACP and COSCA)

To receive regular clinical supervision from an appropriately experienced and qualified external counselling supervisor approved by MYPAS management.

**Other duties:**

Attend, and actively participate in, regular support and supervision (line management) meetings.

Conduct yourself in a professional manner and in line with MYPAS' policies at all times.

Maintain own continuing professional development in negotiation with line manager.

Be flexible and open to contributing to the evolving needs of the service as they arise.

Undertake any other appropriate tasks (deemed to be within the competence of the post holder) as instructed by the MYPAS management team

**Person Specification**

**Service Manager Therapies (Scottish Borders)**

**Essential**

Possess an MSc / Diploma or equivalent in a Counselling therapeutic discipline

Qualification in working therapeutically with Children & Adolescents that meets the BACP CYP competency framework or working towards this.

Accredited or working towards individual professional accreditation

Member of relevant professional body e.g. BACP or COSCA

Demonstrable post-qualification experience of delivering therapeutic support, with an understanding of the school counselling context.

Experience of managing a staff team and student placements.

Experience of service development and innovation

Experience of working with young people in a non-judgemental way.

Ability to build trusting relationships through empathy, active listening, and emotional sensitivity to young people's experiences.

Proven experience of working collaboratively and insight into effective multi-agency working to support children and young people

Experience of building good relationships with school staff and wider professionals whilst maintaining professional boundaries

Demonstrate, maintain and share with colleagues a high standard of knowledge of the emotional and mental health needs of young people.

Flexible and creative approach to providing therapeutic services

Effective communication skills including report writing and presentations

Knowledge of audit, evaluation and reporting methodologies

Excellent team working skills with evidence of ability to work using own initiative

Time management skills and able to prioritise personal workload

Skills in assessment and intervention with young people with mental health difficulties and/or social, emotional and behavioural difficulties

Demonstrated competence in safeguarding and child protection decision-making in line with national legislation and organisational policy, with the ability to support and supervise others in this area.

Ability to monitor and evaluate a wide range of interventions with young people

Evidence of continuous professional development

Knowledge of anti-discriminatory practice

Proficient in using IT systems to communicate, document, and manage data – including the ability to record, analyse, and interpret information using platforms such as Microsoft Office and case management software.

### **Desirable**

Holds a qualification in clinical supervision and has experience providing supervision

Senior Accredited or equivalent or working towards senior accreditation

Experience of developing and leading training for professionals in working with young people around positive mental health.

Experience of managing decision making regarding safeguarding and child protection.

Experience of working in community and youthwork settings.

Experience of delivering Family/Systemic group Counselling

Knowledge of issues that affect young people in Scottish Borders

Awareness and understanding of the key socio-economic issues in Scottish Borders which may impact on and affect young people in the area including influence on service provision.