



Counselling Service Manager – job share

Job Description

Hours: 24.5 per week, including occasional evenings and very occasional weekend days as needed (e.g. for meetings, training etc.)

Salary: £36,298 pro rata (£25,409 actual) plus 5% pension contribution

Annual leave entitlement: 25 days per annum plus statutory Bank Holiday entitlement (pro rata)

Nature of contract: Permanent (after successful 6-month probation period)

Responsible to: CEO

Location: Leeds City Centre (home-based or hybrid working may be possible or required)

Primary purpose of the role

To jointly share responsibility for managing and delivering a specialist Counselling Service to meet the needs of women and girl survivors of sexual violence and abuse, as part of SARSVL's senior management team.

Main responsibilities

Management:

1. To hold joint clinical responsibility (with job share) for the Counselling Service
2. To take a lead on managing the monitoring, evaluation and reporting requirements of the Counselling Service (with support from job share), ensuring it is shaped by survivors' needs and voices
3. To act as a safeguarding lead for the Counselling Service, and for the wider organisation jointly with the rest of the senior management team
4. To share responsibility (with job share and Office Co-ordinator) for receiving referrals into the Counselling Service, managing the waiting list and allocating clients
5. To understand Counselling Service budgets and support the CEO with funding applications if needed
6. To share responsibility (with job share) for providing line management, annual appraisal, case management and ongoing support to counsellors
7. To jointly ensure all counsellors receive appropriate individual and group clinical supervision



8. To support and encourage counsellors in their continuing professional development (CPD), including providing training where appropriate
9. To take joint responsibility (with job share) for day-to-day adherence to and implementation of HR policies and procedures, working alongside the CEO during any counselling staff capability, grievance, disciplinary, redundancy and other processes as necessary and appropriate
10. To jointly oversee the recruitment and selection of new counselling staff, and share responsibility for their induction
11. To contribute to and further develop effective joint working between all SARSVL's services, including attending meetings as needed
12. To proactively develop the Counselling Service jointly with job share, CEO and other members of the senior management team
13. To jointly ensure the Counselling Service is as accessible as possible for the diverse range of survivors who might need and want it, particularly those minoritised and marginalised by society

Frontline:

14. To hold a small caseload of counselling clients
15. To complete risk and needs assessments for clients
16. To maintain and monitor client records with maximum confidentiality
17. To maintain a high level of understanding and knowledge of sexual violence and abuse, its forms and impacts, the societal myths and stereotypes that surround it, and developments in field of trauma
18. To liaise with other agencies and professionals as needed, including feeding back about any difficulties women have accessing their services and providing support and guidance around sexual violence and abuse
19. To attend own clinical supervision, and adhere to and work within the BACP ethical framework

General responsibilities

20. To manage own workload and admin
21. To adhere to all organisational policies and procedures
22. To contribute to the development of policies, protocols, guidelines and strategies as needed, ensuring women's and girls' needs, rights and safety remain central
23. To attend and share in the leading and minuting of senior team meetings, staff meetings and other internal meetings as needed
24. To submit reports to and attend Board meetings as and when requested
25. To represent SARSVL at external meetings from time to time as needed
26. To work with everyone at SARSVL to ensure all our organisation's activities include, represent and meet the needs of the diversity of women and girls in Leeds, particularly those most minoritised and marginalised by society



27. To support SARSVL's adherence to the Rape Crisis National Service Standards (RCNSS) and other quality assurance frameworks as relevant
28. To participate fully in own line management and appraisal processes, and take up training and CPD opportunities
29. To adhere to and promote SARSVL's values and ethos in all areas of work
30. To take on other tasks as agreed

Expectations of a SARSVL employee

1. SARSVL employees have a broad knowledge and understanding of sexual violence and abuse against women and girls and of the wider political and economic context in which they are working.
2. SARSVL employees prioritise the good of the organisation, of the Rape Crisis movement as a whole and of women and girls who have experienced sexual violence or abuse, actively promoting SARSVL's values in all aspects of their work.
3. SARSVL employees are flexible and responsive to the changing needs of the organisation as it develops and grows.
4. SARSVL employees communicate openly and honestly. They are professional and approachable and make efforts to understand the viewpoints of others.
5. SARSVL employees actively seek out training and development opportunities to enable them to take on a range of roles and tasks.
6. SARSVL employees take responsibility for their own work and share responsibility for the work of the organisation as a whole. They are self-motivated and can self-manage, but at the same time are committed to working as an equal and valued member of a team.
7. SARSVL employees are enthusiastic about problem-solving. They understand that there will be tough times and problems but they are willing to find and be part of the solutions.

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