

<b>TIME TO TALK WEST BERKSHIRE</b>	
<b>Job Title: Assistant Clinical Lead</b>	
<b>JOB DESCRIPTION</b>	
<b>Reports To : Clinical Director</b>	
<b>Job Overview: To lead on Time to Talk West Berkshire (T2TWB) training, research and counsellor recruitment. To support Clinical Director and Deputy Clinical Lead. To uphold our values of listening, respect, being trustworthy, caring and high quality in all areas of the charity.</b>	
<b>Recruitment of new counsellors (Two intakes/year)</b>	<ul style="list-style-type: none"> <li>• Receive inquiries &amp;/or approach colleges</li> <li>• Keep up to date record of trainees/counsellors wanting placement</li> <li>• Interview with senior Clinical leaders as required</li> <li>• Follow up references &amp; if satisfactory</li> <li>• Organise DBS checks</li> <li>• Conduct Part of induction in collaboration with Clinical Director</li> <li>• Organise further parts of induction</li> <li>• Arrange for counsellor to be mentored into role by line manager &amp; office staff</li> </ul>
<b>Induction</b>	
<b>Training</b>	<ul style="list-style-type: none"> <li>• Organise (and on occasion deliver) at least four ongoing CPD sessions/year</li> <li>• Conduct Pt's 1 &amp; 2 of induction in collaboration with Clinical Director</li> <li>• Keep record of all CPD &amp; issue certificates</li> <li>• Review &amp; maintain continuous improvement of Induction training in line with BACP competencies for counselling CYP</li> <li>• Market these sessions when appropriate to counsellors outside the agency</li> </ul>
<b>Line Management</b>	<ul style="list-style-type: none"> <li>• Line management of a number of counsellors including all reviews</li> <li>• Reviewing their outcomes measures and all aspects of their work</li> <li>• Answer all counsellor queries for these counsellors</li> <li>• Complete college forms for trainees as required</li> <li>• Maintain the Counsellor Spreadsheet in TEAMS</li> </ul>
<b>Counsellor endings</b>	<ul style="list-style-type: none"> <li>• Conduct exit interviews with counsellors to understand reasons for leaving</li> <li>• Start new recruitment drive to maintain counsellor numbers at target level</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• To be DSL 1 week in 4</li> </ul>
<b>Research &amp; Development</b>	<ul style="list-style-type: none"> <li>• To be aware of &amp; analyse new developments in the counselling field to communicate with Clinical Director &amp; update our policy &amp; processes when appropriate</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>To have an overview of all new developments within the agency</b></li> </ul>
<b>Policies and Ethics</b>	<ul style="list-style-type: none"> <li>• <b>Ensure BACP ethics are upheld</b></li> <li>• <b>Ensure T2TWB policies are upheld</b></li> </ul>
<b>Inbox management</b>	<p><b>Manage incoming emails</b></p> <ul style="list-style-type: none"> <li>• <b>Prioritise and respond to the emails which include counsellor queries.</b></li> <li>• <b>Deal with any client issues &amp; complaints ASAP</b></li> <li>• <b>Email counsellors with information as required</b></li> </ul>
<b>Meetings</b>	<ul style="list-style-type: none"> <li>• <b>Attend Operations Meeting as required</b></li> <li>• <b>Attend line management supervision with Clinical Director as required</b></li> <li>• <b>Attend other meetings as required including meetings with Clinical team &amp; Trustee Board</b></li> </ul>
<b>AROS &amp; AGM</b>	<ul style="list-style-type: none"> <li>• <b>To attend &amp; provide data for Annual Review of Service &amp; Annual General Meeting</b></li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• <b>Liase with Deputy Clinical Lead &amp; deliver presentations as required</b></li> </ul> <p><b>It is in the nature of the work of T2TWB that tasks and responsibilities are in many circumstances unpredictable and varied. All staff are, therefore, expected to work in a flexible way when the occasion arises that tasks which are not specifically covered in their job description have to be undertaken. These additional duties will normally be to cover unforeseen circumstances or changes in work and they will normally be compatible with the regular type of work. If the additional responsibility or task becomes a regular or frequent part of the staff member's job, it will be included in the job description in consultation with the member of staff. The post holder will be expected to continually develop in her/his role.</b></p>

**Time to Talk West Berkshire  
PERSON SPECIFICATION  
ASSISTANT CLINICAL LEAD**

	<b>Factor</b>	<b>Essential</b>	<b>Desirable</b>
1	Skills and Abilities	<ul style="list-style-type: none"> <li>▪ Ability to work effectively as a counsellor</li> <li>▪ Ability to work as a member of a team.</li> <li>▪ Ability to line manage &amp; support staff</li> <li>▪ Ability to keep accurate records</li> <li>▪ Ability to work with volunteers and Trustees</li> <li>▪ Ability to run training sessions</li> <li>▪ Ability to organise training sessions</li> </ul>	<ul style="list-style-type: none"> <li>▪ Previous experience of team work and leading a team</li> <li>▪ Experience of professional report writing</li> <li>▪ Previous experience of working/liaising with others.</li> <li>▪ Statistical analysis</li> </ul>
2	Education & Qualifications / Knowledge relevant to post	<ul style="list-style-type: none"> <li>▪ Professional qualification in counselling (minimum of diploma level 4)</li> <li>▪ Teaching qualification</li> <li>▪ Understanding of Safeguarding Children and vulnerable adults</li> <li>▪ Understanding of the impact of parents mental/emotional ill health on children</li> <li>▪ Understanding of counsellor/service user boundaries.</li> <li>▪ Full member of BACP</li> </ul>	<ul style="list-style-type: none"> <li>▪ Qualification in Integrative Counselling</li> <li>▪ Level 5 in counselling CYP</li> <li>▪ Safeguarding Training re Children and/or vulnerable adults in last 3 years</li> </ul>
3	Experience	<ul style="list-style-type: none"> <li>▪ 1 year plus (including 200 + hours employment as a counsellor or regular volunteer counsellor</li> <li>▪ 100 of those hours with CYP 11 -25)</li> <li>▪ Teaching experience</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of counselling parents</li> <li>▪ Experience of working with children/families</li> <li>▪ Experience of working in a voluntary organisation</li> <li>▪ Experience of using evaluation tool CORE</li> </ul>

	<b>Factor</b>	<b>Essential</b>	<b>Desirable</b>
4	Equal Opportunities and other Requirements	<ul style="list-style-type: none"> <li>▪ Understanding of Equal Opportunities for an organisation and its application to counselling</li> <li>▪ Understanding of the implications of Data Protection to counselling</li> <li>▪ Registered with a professional organisation: eg BACP</li> <li>▪ Willingness to undertake further training opportunities.</li> <li>▪ Personal qualities: friendly, approachable, empathic, enthusiastic, creative.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Training in Equality and Diversity in last 3 years</li> <li>▪ Training in data protection</li> <li>▪ Previous employment with a children/family organisation.</li> </ul>