



ST BARNABAS COUNSELLING CENTRE

Derby Street
Norwich
NR2 4PU

(01603) 625222
counselling@stbcc.org.uk
www.stbcc.org.uk

Deputy Director of Counselling

The candidate:

- Will be BACP accredited or the equivalent, or eligible for accreditation and have appropriate experience preferably including the voluntary sector.
- Will be able to sustain the vision and the ethos of the Centre.
- Will be comfortable working in both small and large groups and liaising with other professionals.
- Will have experience of the supervision of counsellors and be prepared to undertake some supervision.
- Will be supportive of and available to the counsellors.
- Will work in partnership with the Director, the Administrators, the Trustees and other volunteers.
- Will ideally have IT skills.

Responsibilities - Liaising with the Director to:

- Facilitate and maintain the ethos of the Centre which is to offer counselling to those eighteen or over, who seek help, regardless of their ability to pay the economic cost. We are an open organisation with no religious affiliations.
- Organise and oversee the work of the volunteer counsellors, including the allocation of clients to counsellors.
- With the Administrator, review reports of the functioning of the Centre and keep up-to-date with the client evaluation forms.
- Do Intake interviews with other appropriately experienced staff and ensure that new clients are seen as soon as possible after their initial enquiry.
- Maintain contact with external supervisors and ensure appropriate levels of weekly group supervision.
- Support individual counsellors and ensure appropriate professional training.
- Ensure there is cover for counsellors working with clients who may pose some risk.
- Assist the Director in recruiting new volunteer counsellors and supervisors.
- Attend meetings of the Trustees.

- Attend the monthly community meeting and attend regular meetings with the group supervisors.
- Handle complaints against the Centre and its counsellors, in accordance with the Complaints Procedure.
- Maintain professional standards and ensure the counsellors work within the standards and ethical framework laid down by the BACP.
- Liaise with other professionals and represent the Centre as appropriate
- Review and up-date Centre procedures and practices.
- Work with the Director to provide placements for trainees from accredited courses and have good contact with and knowledge of local training courses.
- Manage and work with corporate clients when no other appropriately experienced counsellors are available.

The Centre:

- Is a professionally run, open and inclusive centre for counselling, staffed by trained voluntary counsellors who receive weekly group supervision and continuing training to develop their counselling skills.
- Was founded in 1974 and is one of the largest providers of counselling in Norfolk
- Is a company limited by guarantee and a registered charity managed by a Board of Trustees. It is financed by voluntary contributions.
- Has an Advisory Council comprising of practitioners who offer support and guidance to all staff and volunteers at the St Barnabas Centre.
- Is an organisational and accredited member of the BACP.
- Operates from specialist rented premises in Derby Street, Norwich.