

Job Description

Applications are invited for the post of Director of St Barnabas Counselling Service, an affordable counselling centre with a strong reputation, in the heart of Norwich (<https://www.stbcc.org.uk>), to commence 1 January 2021. The successful applicant will be a qualified and experienced counsellor, committed to the aims of the charity and with an understanding of the challenges faced by charities operating in difficult times. The post is for 20 hours per week (salary pro rata for 20 hours is £24,388, full-time equivalent would be £42,679). The postholder is answerable to the Trustees of the Charity who hold financial responsibility for the Centre.

Interviews for the post will be held 22 October and the closing date for applications is 15 October

The post involves:

1. Leadership and management of the centre's human and financial resources, including:
 - a. Ensuring a clear and smooth client journey, from first contact and initial intake appointment to closure
 - b. Recruitment and management of volunteers and staff
 - c. Overseeing efficient and cost-effective administrative systems
 - d. Overseeing financial data and reporting
 - e. Maintaining a sense of community

2. Management of clinical issues that arise in the centre, including:
 - a. Overseeing the counselling provision of the Centre
 - b. Risk & safeguarding
 - c. Overseeing supervision processes
 - d. Liaising with training agencies and working with trainees
 - e. Maintaining the Service's Accredited status with the British Association for Counselling and Psychotherapy (BACP).
 - f. Overseeing client load and throughput

Person specification

- Qualified counsellor, preferably accredited by BACP or UKCP
- Ability to manage change sensitively and appropriately
- Ability to delegate tasks in a context of competing demands
- Open-minded, creative and adaptable
- Excellent communication skills
- Idealism and generosity of spirit