



MindSpace Limited is one of Scotland's most exciting mental health charities based in Perth, and offers a high quality counselling service alongside Scotland's first independent Recovery College working with hundreds of people across the county.

Senior Counsellor

We are seeking a motivated person to oversee the day to day delivery of the counselling service; to ensure high quality service delivery consistent with legal requirements, good practice and ethical practice. The post holder will manage recruitment, induction and support of both trainee and experienced counsellors and ensure cohesion between the Counselling Service and the Recovery College to make certain clients receive best and appropriate care and treatment.

A full job description is attached.

JOB DESCRIPTION

Job Title: Senior Counsellor

Responsible To: Chief Executive

Salary: £30,600 pro rata

Hours of Work: 15 hours

THE ORGANISATION

MindSpace Limited is a community based voluntary organisation committed to supporting and promoting the mental wellbeing of people in the Perth area. MindSpace is funded by NHS Tayside, Perth & Kinross Council, the Scottish Executive, Trusts, funders and donations. MindSpace's objective is to promote mental wellbeing in a safe and supportive environment.

PURPOSE OF THE POST

To oversee the day to day delivery of the counselling service; to ensure high quality service delivery consistent with legal requirements, good practice and ethical practice. To manage the recruitment, induction and support of both trainee and experienced counsellors. To ensure cohesion between the counselling service and the Recovery College to make certain clients receive best and appropriate care and treatment.

MAIN RESPONSIBILITIES

- Professionally line-manage and develop the counselling staff within the service
- Mentor new counsellors and trainees building a rapport and team spirit within MindSpace

- Recruit and Induct new placement counsellors
- Manage complaints with the CEO
- Regularly monitor counsellors
- Support training of counsellors e.g. by provision of in house CPD opportunities
- Conduct and record risk assessments
- Convene and chair a monthly clinical team meeting
- Identify own learning needs through reflection on performance and participation in 1:1 supervision
- Participate in team meetings and provide practical support to colleagues at all times

Organisational/ administrative responsibilities

- Support and work with counsellors and referrers to ensure appropriateness of referrals and counselling being offered
- Maintain and develop service guidelines, policies and protocols and ensure that the service maintains its registered status with COSCA
- Research funding applications which will enhance develop and maintain the counselling service and assist the CEO with applications for such funding
- Produce reports and development plans to the board of directors and external funders as required
- Send regular update emails to Counsellors with information and reminders as required
- Ensure quality of service by monitoring client feedback
- Regularly audit the notes and correspondence of counsellors within the service to ensure that best practice is followed
- Oversee promotion and publicity of the service
- Undertake other duties which may be required and which are commensurate with the post.
- Ensure that effective external counselling supervision is being provided by requiring all Supervisors to agree to a contract with Mindspace
- Ensure that adequate records are kept in accordance with data protection guidelines whilst protecting confidentiality of all clients
- Together with the administrator, manage client diary system for referrals to all counsellors
- Update and maintain database with required statistics
- Check counsellors' absence/holiday requests

The responsibilities outlined above are not intended to be exhaustive and merely serve to indicate the nature and range of tasks involved. They reflect the current needs of the service and in consultation with the postholder are liable to be varied to reflect or anticipate changes to the developing nature of the service.

Person Specification

	Essential Requirements	Desirable Requirements
Professional / Educational Qualifications	<ul style="list-style-type: none"> • Must be registered with BACP/UKCP/BABCP • Recognised professional qualification to diploma level or equivalent; for example, BACP recognised course or equivalent • Qualified to provide supervision to counsellors 	<ul style="list-style-type: none"> • Accreditation or equivalent with a national professional body (e.g. BACP, COSCA)
Relevant Work / Other Experience	<ul style="list-style-type: none"> • Previous experience of working in other settings • Experienced in carrying out initial assessments • Evidenced ability to work under pressure and support others successfully through stressful situations • Experience of co-ordinating multiple tasks and delivering services according to contracts • Knowledge of appropriate referral mechanisms • Knowledge and understanding of monitoring and evaluation systems • Ability to work effectively with colleagues from other disciplines 	<ul style="list-style-type: none"> • Experience of meeting the requirements associated with counselling training placements. • Manage a current counselling caseload preferably outwith Mindspace • Experience of managing people
Particular Skills / Abilities	<ul style="list-style-type: none"> • Ability to prepare accurate and informative reports • Excellent interpersonal, verbal & written communication skills • Excellent organisational, administrative and computing skills • Demonstrable awareness of and responsiveness to individual differences and needs, cultural diversity and equal opportunities • A calm but practical approach to solving problems 	<ul style="list-style-type: none"> • Knowledge of current challenges and opportunities facing the voluntary /third sector • Experience of reporting to Line Manager, Funders and Board. • Experience of implementing relevant health & safety requirements.

	Essential requirements	Desirable Requirements
Personal Qualities	<ul style="list-style-type: none"> • Excellent team working skills • Commitment to providing a high quality service • Attention to detail • Ability to prioritise between competing demands and work to strict deadlines • Ability to work with minimal day to day supervision • Professionalism and a collaborative approach to working • Ability to maintain confidentiality appropriate to the setting 	<ul style="list-style-type: none"> • Willingness to learn new skills and ways of working

The post-holder shall be employed by Mindspace (a registered charity in Scotland SC 002072).

- This is a fixed term post. The post holder will work 15 hours per week. Hours will be worked flexibly over the week.
- Annual leave entitlement is 25 days per annum plus 10 public holidays. This will increase to 30 days per annum plus public holidays (pro rata) after 5 years completed service. The leave year runs from your start date.
- The post-holder will be line-managed by the Chief Executive
- There is a probationary period of three months.
- The appointment is terminable on one month's notice in writing from either side.
- An enhanced check through Disclosure Scotland will be required.
- Mindspace operates a money purchase pension scheme.
- Job descriptions are reviewed from time to time.



**CONFIDENTIAL
APPLICATION FOR
EMPLOYMENT**

RETURN COMPLETED APPLICATION FORM TO:

**MINDSPACE LIMITED
18-20 YORK PLACE
PERTH PH2 8EH**

admin@mindspacepk.com

01738 639657

Personal Details (Block Capitals):

Surname:	Initials:
Address:	
.....	
Telephone No.:	
Mobile No.:	
Email Address:.....	
Do you hold a current driving licence?	Yes / No

Academic / Professional Qualifications:

Qualification	Date	Degree / Diploma / Certificate Awarded

Further relevant training within the last 10 years (not necessarily leading to a formal qualification)

Present or most recent employment:

Job Title:

Present Salary:

Date Appointed: Notice Required:

Date Left:

Name and Address of Employer:

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Please describe the main area of work activity and responsibilities experienced in this job. Continue on a separate sheet if necessary

Previous Employment / Voluntary / Private Practice (Most recent first):

Name & Address of Employer	Post held and reason for leaving	Date From	Date To

Previous Employment / Voluntary / Private Practice (Continued):

Name & Address of Employer	Post held and reason for leaving	Date From	Date To

Where did you learn about this vacancy?

General

(Please continue on a separate sheet if necessary)

Please give an outline of your main work-related or personal achievements

What are your main reasons for applying for this position and in what ways do you feel you are suited to it? Please refer to the person specification and continue on a separate sheet if necessary.

References

Please give the names and addresses of two people who are in a position to comment on your suitability for this employment (this must include your current or most recent employer)

Referee 1

Name:

Address:

.....

.....

Telephone:

Email:

Capacity in which giving a reference:

Referee 2

Name:

Address:

.....

.....

Telephone:

Email:

Capacity in which giving a reference:

Further Information

Please use this space if you would like to add any other information to support your application

Declaration

I declare that the information I have given is true to the best of my knowledge.

Signature: Date:.....

An enhanced check through PVG Scheme (Protecting Vulnerable Groups) will be required for this post and will be paid by Mindspace.