

# HEAD OF COUNSELLING

2024

St Paul's and St George's (Ps & Gs) is a vibrant Scottish Episcopal church in the centre of Edinburgh with a congregation of around 1,000. At our heart we believe that we are called to be **whole life disciples, sharing the whole of the gospel, with the whole of society, through churches of grace.**

We are invested in wholeness ministries and have a well-established Counselling Service on site in the city centre of Edinburgh.

We are looking for an experienced and passionate Head of Counselling to lead and develop this highly-regarded Service. You will lead a team, oversee around 15 committed volunteers and ensure we deliver a safe, professional and effective service to a range of clients. The role is an excellent opportunity for the right person.

Interested? Please read on to find out more...

Before you continue, it's helpful for you to know:

- The role has an occupational requirement that the post-holder has an active and lively Christian faith.
- The successful candidate must already have the right to live and work in the UK.
- There is some flexibility in the hours for this post and we would welcome a conversation with you about what you could offer. Please contact the Church Office to arrange this.

## Introduction

Thank you for expressing interest in the Head of Counselling role at Ps & Gs. I hope you find the following material helpful in telling you a bit more about the Counselling Service, the church and this key leadership role. If I can help in any way, do please get in touch with me via the church office.

Our Counselling service is well established and serves both people who are part of the congregation and people who are referred from other services.

The Head of Counselling role is pivotal in providing a safe and valuable service to our diverse range of clients.

Please be assured of our prayers as you seek whether God is calling you to join us.

Thanks again for your interest.

Yours warmly,



Dave Richards | Rector



## Main duties and responsibilities

### Management of people

- Lead and manage Ps & Gs Counselling Service.
- Manage Counselling Staff team.
- Oversee a team of volunteer counsellors.
- Provide support and guidance to both qualified and student counsellors.
- Ensure all qualified and student counsellors receive required level of supervision.

### Counselling Practice

- Ensure the counselling service has strong governance and follows best practice.
- With the Support of the Counselling Advisory group, ensure a pattern of review for governance, best practice, guidance and procedures.
- Ensure the counselling service follows GDPR including the approaches to secure storage and retention of personal information.
- Ensure the counselling service is appropriately integrated within the church approach to safeguarding.
- Plan a programme of CPD for the team.
- Encourage counsellors in their Faith and the value added through counselling supports offered within the context of a church community.
- Ensure counsellors know how to effectively signpost to wider church pastoral and discipleship approaches when appropriate.

## About Ps & Gs Counselling

Ps & Gs Counselling has been established for 30 years and is a valued ministry within the church's work in Edinburgh.

Up until this point there has been a small counselling staff team of three part time employees: Head of Counselling (this vacancy), Counsellor (vacancy) and a part time administrator together with a team of around 15 volunteer counsellors. When it is possible to do so we offer placements to trainee counsellors

The Head of Counselling has a key role:

- Managing and delivering counselling service.
- Ensuring robust governance of the service.
- working with the church leadership team to ensure there is strong interface with other church ministries and that the counselling service is integral part of its vision and strategy.

For more about Ps & Gs Vision and Values, visit our website [www.psandgs.org.uk/vision](http://www.psandgs.org.uk/vision).

Ps & Gs counselling is member of the Association of Christian Counsellors and adheres to their statement of faith and code of conduct.

### Managing the service

- Hold a personal caseload.
- Offer supervision as appropriate to Counsellors
- Plan a programme of CPD for the team.
- Take the professional lead in reviewing/updating counselling policies and practices.
- Maximise the use of the counselling space through the planning and negotiation of counselling session times.
- Maintain oversight of counselling requests, patterns of need and the effective management of waiting lists and allocation.
- Lead on the recruitment and induction of volunteer, trainee, qualified counsellors and volunteer receptionists.

### Wider Ps & Gs

- Attend staff prayers, head-to-head and other staff meetings each week.
- Develop working relationships with the wider staff team and links to other ministry areas.
- Be responsible for the budgets for the counselling service, under the direction of the Finance Team.
- Report annually to Vestry on the counselling strategy and practice and its contribution to the church's vision

### Developing the Service

- Design the service going forward, in consultation with the clergy and the Vestry, and in line with the new Ps & Gs strategy which will be developed later in 2024.

## About You

### Registration & Qualifications:

#### Essential

- Registration with a professional body
- Diploma in Counselling
- Supervision Qualification

#### Desirable

- Accreditation with a professional body

### Clinical Knowledge and Experience

#### Essential

- Good working knowledge of ethical polices e.g. BACP Ethical Framework and ACC Ethics and Practice.
- Experience of holding a Clinical Governance/ Leadership role (or equivalent).
- Knowledge and experience of working within Health and Safety guidelines, processes and all other relevant legislation.
- Experience of working in a highly confidential setting.
- Well developed therapeutic and theoretical knowledge of a variety of counselling models.
- Experience of working with a wide range of presenting issues.
- Ability to lead a team of counsellors balancing individual ways of working with meeting the objectives of the service.

#### Desirable

- Experience of placement supervision of trainee counsellors.
- Experience of recruitment and oversight of volunteers.
- Ability to run training events working with other counselling services in the city and Vital Connexions.
- An ability to demonstrate a strong understanding of the Christian basis for counselling and how it can contribute to the church's wider ministry of pastoral support and healing.
- Couples Counselling experience and qualification.
- Children and Adolescent experience and qualification.
- Experience of organising placements for trainee counsellors.



### Organisational Management Skills

#### Essential

- Good IT skills: MS Office.
- Ability to prioritise own workload, that of others and to ensure delivery of an efficient service.
- Good written and verbal communication skills.
- Ability to design, produce and interpret data reports.
- Ability to communicate effectively with a wide range of people in both formal and informal settings.
- Policy creation and reviewing.
- Budget setting and management.
- Line Management of staff.
- Working as part of a team.

#### Desirable

- Experience of using medical practice management software.



## Key Relationships

**You will have a broad variety of key relationships, you will:**

- be line managed by the Rector.
- line manage the counselling administrator.
- line manage and have clinical oversight over a Counsellor.
- oversee and have clinical oversight over a team of volunteer and student counsellors.
- be part of the Head-to-Head team and meet with other ministry heads fortnightly.
- be part of the Counselling Service Advisory Group.
- be part of the Safeguarding Advisory Group.
- be part of the Ps & Gs staff team and will build relationships with the Ministry and Operations Teams.

A staff organisation chart can be found on page 6 and you can see the staff team at:

[www.psandgs.org.uk/staff](http://www.psandgs.org.uk/staff)

## Key Information

1. The role has an occupational requirement that the post-holder has an active and lively Christian faith.
2. The role is permanent and has a mutually-reviewable probationary period of six months.
3. The role is between 21 and 28 hours per week, to be agreed.
4. Start date: as soon as possible.
5. The notice period is three months.
6. The appointment will be subject to you, if successful, obtaining a PVG Scheme Record through Disclosure Scotland. If you are invited to interview, you will receive more information about this.
7. You would either become a member of Ps & Gs Church or you would be expected to be an active serving member of another local church.

Please note that we can only accept applications at this time from people who have a right to live and work in the UK.



## Benefits

1. The salary for this role is £36,000 - £37,500 (full time equivalent).
2. You will be entitled to five working weeks holiday per year, plus five designated public holidays, plus five public holiday days allocated pro rata. If you worked 28 hours (4 days) per week, you would be entitled to 29 days per year (20 + 5 + 4).
3. You will be enrolled in a direct contribution pension scheme (usually NEST however other arrangements can be negotiated).
4. You are entitled to prayer and study days. (approx 4 per year)
5. Supervision and CPD will be supported and funded, as agreed with your line manager.

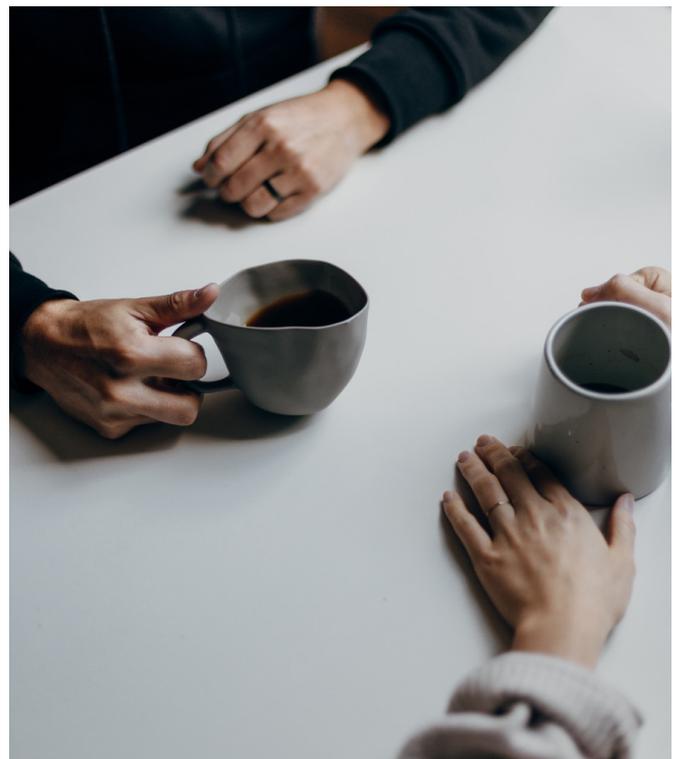
## Application and Interview notes

The closing date for this post is at **12 noon on Tuesday 30 April**.

Please complete an application form (available at [www.psandgs.org.uk/jobs](http://www.psandgs.org.uk/jobs)) and return to David Shanks; david@psandgs.org.uk.

We would welcome a conversation with you about this role and about working hours. Please contact the church office to arrange this.

Interviews will take place on Wednesday 15 May at Ps & Gs Church. This will be a presentation and panel interview, more details will be given if you are invited to interview.



## About Ps & Gs Church

Built in 1818 and refurbished in 2008, the church building stands in a strategic location in the heart of Edinburgh's New Town. We have three Sunday services, a vibrant community life with nearly 30 ministry areas, and many opportunities to serve those around us.

We are at an exciting time in the life of Ps & Gs. We have been continuing to deliver and expand our ministries to respond to the ever-changing needs of our congregation and city. As well as Sunday services, we offer a wide range of courses, activities and ministries.

We are passionate about evangelism and run the Alpha Course both in person and online. Our Saturday Meal reaches out to the homeless and vulnerable in our community by providing a free meal every weekend. Our Counselling Service is responding to the ongoing challenges people are facing with emotional wellbeing.

Our Children's Ministry is engaging regularly with families, whether they attend church on Sundays or through our midweek Babies and Toddlers group. Our youthwork is growing and developing.

We are a gathered church, and so encourage people to become whole life disciples through local Connect Groups.

We ask that anyone who calls Ps & Gs their home church gets actively involved by regularly **praying** for the work, **servicing** as part of a volunteer team, and by **giving** financially to keep making church happen. We are hugely thankful for the generosity of our congregation.

### STRATEGY

Since the end of the pandemic, we have developed a two year 'Plans & Priorities' strategy which will run until the end of 2024. It's areas of focus are as follows:

- **Growing and deepening** in discipleship, community, sharing our faith, in strategic partnerships, developing out ministry areas, and in supporting wider ministry and mission in the UK & overseas
- **Exploring and planning** church planting and increasing our social outreach ministries
- **Loving and serving with impact** caring for refugees and New Scots, being able to respond quickly to local needs in partnership with other organisations.

A summary of our strategy is on our website:

[www.psandgs.org.uk/strategy](http://www.psandgs.org.uk/strategy)



## About Edinburgh

Edinburgh is home to Ps & Gs and is Scotland's capital. It is a vibrant, cosmopolitan, and cultural city with a fascinating history, a stunning skyline, and a wonderful location on the Firth of Forth. The city's population doubles during the summer months as the various Festivals (Art, Jazz & Blues, Book & Storytelling, Film, Science, International Festival, and the Fringe) welcome over half a million people from across the world.

With four Universities, Edinburgh truly lives up to its reputation as a seat of learning and research. The city is a thriving centre for finance and commerce. With its UNESCO World Heritage listing, its famous Military Tattoo and Hogmanay celebrations, it is known as one of the leading cities of the world. Lots of green space, the quaint Old Town and the stunning Georgian New Town contribute to making this city a great place to be.

We think Edinburgh is a wonderful city in which to live, work and worship: all the resources and culture of a capital city, but on a manageable scale. It is a haven for foodies with an incredible concentration of diverse eateries across the city. Coast and mountains are nearby, not to mention Arthur's Seat in the heart of the city. It really has something for everyone!

It's a great place to be - come and join us...



# Our structure

## Vestry

The Vestry operate as non-executive trustees and hold the responsibility for finance, property, safeguarding and the overall strategic direction of the church.

The Vestry is made up of elected members of the congregation, clergy and Operations Director (ex officio), and is chaired by the Rector.

## Staff and Volunteers

The staff are responsible for enabling the day-to-day operational ministry of the church.

The church has a strong volunteer base of over 400 who play an active role in enabling our various areas of ministry – a number of which are volunteer led.

See the team: [www.psandgs.org.uk/staff](http://www.psandgs.org.uk/staff)

