

Rowan Counselling Manager Opportunity

(part-time, permanent post, flexible hours, mainly remote working)

About Rowan

We enable people to lead more satisfying lives, by working in partnership with them to increase self-awareness, knowledge and skills - benefitting individuals, relationships, teams, workplaces and society. We support personal and organisational growth through a holistic range of services including counselling, training, coaching, mediation, supervision, critical incident debriefing and facilitation.

Rowan provides the following services throughout Scotland:

- Counselling to individuals, couples, families and young people
- Employee counselling services
- School and college counselling services
- Critical incident debriefing
- Training in leadership, coaching and counselling skills
- Workplace mediation
- Coaching

Our company values are Creativity, Integrity, Optimism, Respect and Support. We strive to provide high quality services and are committed to sustainable growth and best practice standards.

Job Description

Job Title: Counselling Manager

Responsible to: Ashleigh Cormack, Head of Counselling and Supervision

Joint responsibility with Head of Counselling for: 50+ Rowan counsellors

Location: mainly flexible home working, but travel to office in Perth or customers required occasionally. Unfortunately our Perth office premises are up several flights of stairs with no lift, and thus not accessible to all.

Hours: 14 hours per week, including paid half-hour lunch breaks, to include at least 4 hours on Tuesdays and 3 on Fridays and attendance at monthly team meetings on Wednesday mornings. The exact days/times worked will be agreed on appointment and remain the same each week. There is the option of increasing these hours to include some counselling sessions.

Salary: £28K- £32.5K per annum full-time equivalent (based on a 37.5 hour week) plus profit-share bonuses.

Conditions: 5.6 weeks paid holiday per annum, increasing to 6.6 weeks over your first 5 years, no bank holidays included, statutory sick pay only.

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rowan@rowan-consultancy.co.uk

Contract Term: This newly created post is available immediately. The starting date will be agreed on appointment, with an initial 3 month probation period and a permanent post after satisfactory completion of probation.

The role

This is a demanding, interesting, rewarding and varied role, which requires clear thinking on your feet, significant counselling experience and good people management skills.

This job description is a general outline of the duties and responsibilities which may be subject to amendment as Rowan develops. The post-holder may be required to undertake other duties as may reasonably be required from time to time.

Main duties and responsibilities, shared with the Head of Counselling

- i. Case-managing Rowan counsellors
- ii. Recruiting new counsellors
- iii. Ensuring procedures and policies are effectively implemented and maintained
- iv. Ensuring quality assurance and evaluation of counselling services
- v. Assisting in marketing Rowan's services
- vi. Maintaining COSCA Counselling Organisational Recognition standards
- vii. Maintaining existing corporate contracts e.g. requesting extra counselling sessions, reviewing reports.

The Counselling Manager will provide support and leadership to our counsellors and office managers; balancing the needs of our stakeholders. This is an opportunity for someone who can communicate well verbally and in writing, internally and externally.

The Counselling Manager will be responsible for operational duties when the Head of Counselling, who works part-time, is not available. They will overlap with the Head of Counselling for part of each week. There will be opportunities to support the Head of Counselling with policy development and strategic decisions.

Applicants with an interest in business growth and development of Rowan's services would be especially welcome.

Organisational structure

Rowan is a family-run partnership, established in 1997. There are three Office Managers, a Finance Administrator, a Marketing Administrator and the Head of Counselling & Supervision, who each report to one of the two partners. This is a newly created post, due to expansion. We have a network of over 50 self-employed, sessional counsellors throughout the UK, some of whom work from our Perth office, and a handful of freelance trainers, mediators and coaches.

Person Specification

Applicants will enjoy building, supporting and developing the talent in our team to continue to deliver services and outcomes for the communities we serve.

The post will sometimes involve supporting counsellors working with clients at risk and considering ways to mitigate safety concerns, so applicants will demonstrate a

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clear understanding of confidentiality and privacy, safeguarding and child protection.

The ability to work flexibly within a team environment and to manage competing demands is vital.

Ideally we would like applicants with experience of managing a similar service. However, we will consider applicants who demonstrate transferable skills.

	Essential	Desirable
Skills		
Planning	√	
Strategic Thinking		√
Creativity	√	
Customer service	√	
Marketing		√
Competency in using Microsoft Word, Office, Outlook and Teams or willingness to acquire this in first 6 months in post	√	
Experience		
Clinical case management		√
Dealing with child protection issues	√	
Working in a commercial environment		√
Employee counselling		√
People management	√	
Service management		√
Counselling clients aged 16 plus	√	
Knowledge		
Child Protection issues	√	
Corporate EAP sector issues		√
Children and Young People counselling		√
Couples Counselling		√
Family issues		√
HR issues		√
Qualifications and Training		
Diploma in Counselling or Psychotherapy	√	
Child protection training or willingness to undertake in first 6 months	√	
Accreditation as a counsellor or psychotherapist		√
Management qualification or training		√
Online therapy training		√
Supervision qualification, or willingness to acquire this in first 18 months in post	√	

How to Apply

Email the following to rowan@rowan-consultancy.co.uk

- a statement in support of your application outlining clearly how you meet the person specification in the table above
- your CV
- details of two referees (name, position, organisation, telephone and email address). We may contact referees before interview, unless you ask us not to do so
- how you heard about this post

Closing date: 12 noon on September 13th 2021.

Interview date: afternoons of Sept 27th and morning of Sept 30th or Oct 6th by Zoom.

When the post is offered, it will be subject to confirmation that you are eligible to work in the UK, satisfactory references and documentation including PVG clearance.

If you have any queries about this exciting opportunity, please contact Ashleigh Cormack, Head of Counselling and Supervision on AshleighCormack@rowanconsult.co.uk or by telephone 01738 562005.

Rowan is an equal opportunities employer, as much as is reasonably possible. We welcome diversity in our workforce and rejoice in our differences, whilst adhering to our shared values and aims.