Safe Space
Supporting Survivors of Childhood Sexual Abuse

Recognised by COSCA
Counselling & Psychotherapy in Scotland

JOB DESCRIPTION

Manager

- 30 hours per week. Salary £37,770 pro rata
- Permanent post
- Primarily based at Safe Space in Dunfermline, Fife with opportunity to work from home when appropriate
- Office hours: Monday to Thursday
- Holiday entitlement will be 24 days plus 9 public holidays pro rata
- Employee pension

Job Overview

Lead a charitable, not-for-profit organisation, to deliver essential support and counselling services to survivors of childhood sexual abuse in Fife. There is limited availability of these unique and specialist services within the Fife Region.

Liaise with the Board of Directors to implement the organisation's vision, strategy and objectives.

Lead a creative, innovative, skilled and well-established close-knit team.

Reports To

The Manager reports to the Board of Directors

Responsibilities and Duties

- Lead a team of Staff and Volunteers in developing and maintaining efficient and effective delivery of services to survivors of childhood sexual abuse.
- Creating, Maintaining and Administration of all Management and Administration Procedures.
- Review and update of Staff Handbook with relevant Internal Policies and Procedures.
- Ensure the accurate and timely reporting of all data and information to all Internal and External Stakeholders (In particular; FHSCP, COSCA and Auditors).

- Attend all Board Meetings and provide a Manager's Report to the Directors.
- Plan and prioritise workload activities and assign appropriate resources.
- Oversee all funding applications and related monitoring, evaluating and reporting processes
- Actively engage with Service Users through interactive input/feedback processes to improve our delivery processes and systems.
- Actively engage with relevant local/national consultation and advisory groups to further advance the organisation's ability to achieve our objectives.
- Maintain and develop Staff competence and skills to meet the needs of the organisation.
- When vacancies are identified, arrange recruitment and appointment of suitably qualified staff and volunteers.
- In co-operation with the Board, ensure organisation compliance with all prevailing Legislative and Regulatory obligations.
- Act as focal point for all internal and external communications.
- Convene and chair regular Team Meetings.
- Perform Clinical Lead role in all therapeutic work undertaken by the organisation.
- Ensure compliance with all relevant health, safety and environment regulatory obligations.
- Actively support all relevant external assessments and audits of our services.
- Lead and develop the strategic plan in collaboration with the Board and the staff team.

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Person Specification

Qualifications and Experience:

Qualifications:

- Diploma in Counselling
- Post Graduate Management qualification

Experience:

- 3-5 years' experience of managing a small team in the voluntary sector.
- Experience and knowledge of counselling and trauma.
- Understanding of therapy groups and therapy group processes.
- Experience of applying for funding and report writing.
- Ability to work with individuals and small teams, particularly with professionals from different modalities eg, counselling, groupwork, movement therapy.

Essential Requirements

- High level of interpersonal skills with excellent verbal and written communication skills.
- Understanding of professional boundaries and confidentiality in counselling and groupwork.

Personal Qualities

- The ability to work within the organisational values of kindness, support, collaboration and inclusion.
- A commitment to working flexibly and creatively with staff and in response to challenges and organizational requirements.
- Professional, reliable and adaptable.