



## **EDWARD'S TRUST VACANCY**

Edward's Trust is a holistic service supporting over 2000 children and families every year who have experienced bereavement. We have an exciting new opportunity to join our team based in Edgbaston Birmingham.

### **Head of Therapeutic Services**

**Salary:** Circa £30-35K (dependent on hours worked)

### **Role summary**

- To lead and develop Edward's Trust holistic bereavement service in line with Edward's Trust Strategic plan.
- To provide guidance and support to bereavement counselling and wellbeing teams
- To continuously improve clinical practice together with Trustees CEO, staff and volunteers
- To be an active and involved member of a multi-disciplinary team and contribute to all aspects of Edward's Trust to help us achieve our strategic goals and work towards achieving our vision.

**Closing date; Friday 20 July 5 pm**

**Interview; Monday 30 July**

To apply for the role; please forward your CV and a covering letter to [yvonne.gilligan@edwardstrust.org.uk](mailto:yvonne.gilligan@edwardstrust.org.uk) . Your cover letter should demonstrate your experience, suitability for the post and how you meet the person specification. The job description and person specification is downloadable from our website on [edwardstrust.org.uk/headofservice](http://edwardstrust.org.uk/headofservice)

Registered charity no 1105370

Funded by Big Lottery



## Head of Therapeutic Services

<b>Job title:</b>	Head of Therapeutic Services
<b>Responsible to:</b>	Chief Executive
<b>Responsible for</b>	Counselling and Wellbeing Team
<b>Hours:</b>	30 or 37.5 hours per week (including one evening per week)
<b>Place of work:</b>	3 Vicarage Road Edgbaston Birmingham
<b>Qualifications</b>	BACP registered practitioner (or equivalent)
<b>Salary:</b>	Circa £35K per annum (pro rata for 30 hours)
<b>Annual leave:</b>	24 days plus bank holidays (pro rata for 30 hours )
<b>Length of contract:</b>	Four years with 6 months probationary period (Funded by Big Lottery )

### **Role summary**

- To lead and develop Edward's Trust holistic wellbeing in bereavement service in line with Edward's Trust Strategic plan.
- To provide guidance and support to bereavement counselling and wellbeing teams
- To continuously improve clinical practice together with Trustees CEO, staff and volunteer counsellors and stakeholders
- To hold a clinical caseload
- To be an active and involved member of a multi-disciplinary team and contribute to all aspects of Edward's Trust to help us achieve our strategic goals and work towards achieving our vision.

### **Key tasks and responsibilities:**

- 1.To work within BACP Ethical Framework and comply with all policies and procedures
- 2.To participate in the development and delivery of a professional, accessible holistic bereavement service
3. To develop the service in line with the Trusts strategic plan ensuring the service is continually evolving to meet the needs of clients
- 4.To identify and implement improvements in clinical practice; implement policy and procedural changes
- 5.To lead the service ensuring referrals, triage, assessment, liaison, allocation, and administration processes including records are accurate, up to date and held in accordance with Edward's Trust policy and legislation (e.g. confidentiality and data protection)
6. To attend and actively participate in line management (supervision and appraisal), relevant internal meetings and training sessions including trustee meetings
7. To carry an individual case load of counselling clients, in consultation with your line manager
8. To line manage team leaders, counsellors, wellbeing therapists and supervise sessional counsellors and trainees ensuring appropriate clinical supervision and training for staff is provided
9. To ensure outcome measures are completed and to evaluate the service producing reports for Trustees as required

10. To promote awareness and increase understanding of the impact of bereavement on children and adults to external stakeholders and partners
11. To support in recruitment of volunteers for service delivery and develop a training programme for volunteers
12. To support in the development of outreach and satellite provision
13. To support the development of Edward's Trust external training programme
14. To participate in the preparation and implementation of the annual business plan
15. To undertake necessary administrative duties in relation to the project
16. To be involved in groups, memorial and other events organised by the Edward's Trust team
17. To adhere to Edward's Trust values and work in accordance with our policies and procedures.

## Person Specification

Essential requirements indicate the minimum requirements for the post. Desirable requirements are additional attributes which would enable the applicant to do the job more effectively, and will be used to distinguish between acceptable candidates meeting minimum

Criteria	Essential	Desirable
<b>Qualifications and expertise</b>		
BACP registered practitioner	X	
BACP accreditation / UKCP registration (or equivalent)		X
At least five years post-qualification clinical practice experience	X	
Post qualification training in relevant areas e.g. provision of clinical supervision		X
An understanding of bereavement and its impact on Children and Adults	X	

<b>Experience</b>		
Experience of using clinical and line management supervision effectively	X	
Evidence of self-motivation and ability to use initiative and to work independently	X	
Experience of leading and developing a team and working in partnership with colleagues	X	
Experience of budget management and monitoring	X	
Expertise in assessing and working therapeutically with a wide range of clients from different backgrounds	X	
Experience of delivering counselling skills training for volunteers		X
<b>Skills</b>		
Ability to organise and administrate own workload	X	
A calm and thoughtful approach to issues of clinical risk	X	
Able to think clearly under pressure	X	
Excellent written and verbal communication skills; ICT and self-administration skills	X	
The ability to build good relationships with other staff and volunteers and to work as part of a team	X	
<b>Knowledge</b>		

Knowledge of the services offered by other bereavement charities		X
Willingness and ability to meet monitoring and evaluation requirements	X	
Aware of duties and responsibilities within safeguarding and health and safety requirements	X	