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**Project Manager – Newham Bereavement Service**

**Job Title:**  Project Manager – Newham Bereavement Service

**Grade:** NJC Scp 26 – 30, currently £34,090 to £37,422 per annum inclusive of Inner London Weighting. Based on 28 hours on NJC Scp 26 currently £27,272 per annum inclusive of ILW.

**Hours:** 28 hours per week

**Contract term:** To March 2023 (pending further funding agreement)

**Accountable to:** Chief Executive Officer (CEO)

**Supervised by:** Operations Director

**Main Location:** Newham

Mind in Tower Hamlets and Newham are looking to recruit a Project Manager for the Newham Bereavement Service with strong leadership ability, excellent organisation skills and experience of managing counselling services.

Our Counselling and Psychotherapy services are accredited by the British Association for Counselling and Psychotherapy (BACP). As an accredited service by the BACP, the Psychological Therapies team operate within the [Ethical Framework for the Counselling Professions](https://www.bacp.co.uk/media/2176/bacp-ethical-framework-for-the-counselling-professions.pdf).

We are looking for someone who:

* Can ensure that our clients are at the heart of everything we do.
* Can work positively and collaboratively with other colleagues within the team
* Can develop and maintain a good working relationship with key stakeholders and partners
* Has a commitment to the delivery of high-quality counselling services and good clinical governance and supervision
* Can demonstrate excellent organisational and communication skills
* Has a ‘can do’ attitude with a hands approach with dedication and commitment
* Is committed to delivering and developing services that are equitable and accessible to the diverse communities in Newham
* Can manage all areas of performance related to contract management, including client experience and clinical outcomes
* Has the ability to manage and support paid counsellors as well as volunteer counsellors on placement

This role is suitable for someone who is passionate about delivering mental health services that are at the heart of its communities and who manages with kindness and compassion.

The benefits of working for the organisation include 30 days annual leave, rising to 35 days after 5 years of service, training opportunities, good Company Pension Scheme, Death in Service Benefit and an Employee Assistance Programme

The post is subject to an enhanced Disclosure and Barring Service check.

We welcome applications from all sections of the community.

**Closing date:** 11.59pm, Sunday 27th March 2022

**Interview date:** Friday 8th April 2022