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**Advert: Counselling Service Manager - Talking Therapy Services**

**Job Title**: Counselling Service Manager - (Talking Therapy Services)

**Grade:** NJC scale point 30-36, currently £39,937 - £46,142 per annum (inclusive of Inner London Weighting).

**Accountable to:** CEO

**Line Managed/Supervised by:** Counselling Service Operations Director

**Location:** Tower Hamlets and Newham

**Hours:** Full-Time 37.5hrs per week, including evenings

**Closing Date:**  9am**,** Friday 3rd February 20232

**Interview Date:**  14th/15th January 2023

Mind in Tower Hamlets, Newham and Redbridge (MindTHNR) is seeking to recruit a Counselling Service Manager to effectively support the Counselling Operations Director to ensure service coordination and supervision of the activities of THTT/NTT Counselling. This will be at an operational and clinical level to ensure that it meets its contractual obligations and KPI’s. Currently this service consists of bereavement counselling, brief counselling, and early bereavement support.

You must have a Psychotherapy/Counselling Qualification (Diploma minimum) or an IAPT Low intensity worker/Psychological Wellbeing Practitioner qualification, together with experience of providing psychological interventions. Ideally you will have completed 450 clinical hours and have a Clinical Supervisor qualification.

You will have demonstrable experience of working in the voluntary/statutory sector ideally in a project management role within a clinical setting. You must have excellent planning and organisation skills as well as the ability to work in a pressurized environment and prioritise workloads. You must have demonstrable experience of screening referral suitability and knowledge of suitability within the stepped care framework. You will have a clear understanding and ability to manage situations relating to client risk, safeguarding and complaints management.

The Counselling Service Manager will have high levels of professionalism, strong leadership with excellent organisational skills. You will have a strong ability to manage and oversee the range of activities as part of the IAPT contract for Talking Therapies. You will have excellent ability in the use of IAPTus or similar patient database system for client record keeping and navigation of clinical pathways. You should have experience of recruiting, inducting, case managing or line managing psychological therapists (paid or volunteers) and an ability to support a team of counsellors to ensure they achieve high standards of clinical practice in their delivery.

Benefits include Training, Employee Assistance Programme, Company Pension, 30 days annual leave, Death- In-Service Benefits.

This post subject to an enhanced Disclosure Barring Service check.

Applications welcome from all sections of the community.

**For an application pack, please email:** [**recruitment@mindthnr.org.uk**](mailto:recruitment@mindthnr.org.uk) **quoting job ref: CSM2023**