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**Advert: Senior Counselling Coordinator - Talking Therapy Services**

**Job Title** Senior Counselling Coordinator - (Talking Therapy Services)

**Grade** NJC scale point 26-30, currently £36,548 - £39,937 per annum (inclusive of Inner London Weighting).

**Accountable to:** CEO

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

**Location:** Tower Hamlets and Newham

**Hours:** Full-Time 37.5hrs per week (or part-time pro rata), including some evenings. Remote working option of 1 day a week available

**Closing Date:** 5pm, Wednesday 29th March 2023

**Interviews:** TBC – April 2023

Mind in Tower Hamlets, Newham and Redbridge (MindTHNR) has a strong reputation for delivering good quality counselling services for over 20 years, achieving positive recovery outcomes. This is a BACP accredited service and operates using a volunteer counselling placement model alongside paid clinical counselling staff.

This contract forms part of Tower Hamlets Talking Therapies (THTT) and Newham Talking Therapies (NTT) delivered in partnership with NHS East London Foundation Trust (NHS ELFT) and operates within an IAPT framework adhering to NICE guidelines and a stepped care approach. The service contract has national KPI’s that include recovery rates, waiting times, and access targets.

**Key duties will include:**

* Ensure the delivery of the service is in accordance with the contractual agreement
* Monitor and manage service capacity in accordance with contractual KPI’s
* Ensure counsellors are at capacity within their individual caseloads and maintain effective clinical work at this level.
* Provide duty cover and support therapists around safeguarding and complaints management
* Coordinate and oversee client referrals to the service
* Support step ups from counselling to the IAPT service
* Provide case management support and organisational supervision to Paid/Volunteer Counsellors as well as supporting the recruitment, induction and training programme

**Knowledge, Skills and Experience Required:**

* Psychotherapy/Counselling Qualification (Diploma minimum) or an IAPT Low intensity worker/Psychological Wellbeing Practitioner qualification
* You will have demonstrable experience of working in the voluntary/statutory sector ideally in a project management role within a clinical setting
* Ideally you will have completed 450 clinical hours and have a Clinical Supervisor qualification.
* experience of providing psychological interventions
* excellent planning and organisation skills as well as the ability to work in a pressurized environment and prioritise workloads.
* clear understanding and ability to manage situations relating to client risk, safeguarding and complaints management.
* experience of recruiting, inducting, case managing or line managing psychological therapists (paid or volunteers)
* demonstrable experience of screening referral suitability and knowledge of suitability within the stepped care framework

Benefits include Training, Employee Assistance Programme, Company Pension, 28 days annual leave, Death- In-Service Benefits.

This post subject to an enhanced Disclosure Barring Service and Right to Work 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: SCC0323**