

Name of Post - **Bridge Counselling Service Manager**

Hours per week - 12hrs/wk negotiable in consultation with Line Manager. 6 weeks holiday.

Salary: £28,000 pro rata

Start – immediate subject to pre-employment checks, 1yr initial.

Job Description

This is an exciting opportunity to head up a team of volunteer Counsellors to help bring clients in the community of Wester Hailes into wholeness and fullness of life through effective management of the Bridge Counselling Service.

Holy Trinity began the Bridge Counselling Service 12 years ago in response to the vision of one of our members, a counsellor of many years experience, who wanted to meet a need we were experiencing in the community of Wester Hailes and the Congregation of Holy Trinity for authentic, professional and Christian counselling when waiting lists are long and private counselling is beyond the financial reach of so many. The vision was picked up and expanded when one of our counsellors took on the role of lead counsellor and service manager in a voluntary capacity and grew the work so that there are now 5 volunteer counsellors who deliver the service from Holy Trinity Church and online. With our lead counsellor now stepping down, we are aware that the role has grown to one which is best fulfilled by a part-time paid counsellor to manage and develop the service, support an enthusiastic team of volunteer counsellors and maintain the values of the service in line with the vision of Holy Trinity Wester Hailes to provide real help, from a real God in our community.

You will be aided by a team of volunteer counsellors and an enthusiastic support group from Holy Trinity, under the line management of the Minister. As this is a Christian Service, applicants interested should be in sympathy with and accept the mission, vision and values of Holy Trinity Wester Hailes. The post requires you to have an active church connection.

Job Specification:

- Hiring of volunteers including PVG's, references, professional membership checks, training and inducting, and policies and procedures
- Reviews and management of the staff.
- Updating and managing policies and procedures, including recent transference to electronic counselling
- Communicate well with Minister (Line Manager), Ministry Team and Session, arranging regular review meetings to explore ideas and vision.
- Manage the Counselling Service embracing the vision and values of Holy Trinity
- Manage staff allowing them space to grow and develop but providing support when necessary including annual reviews
- Attend bi-annual team meeting of church counsellor managers in and around Edinburgh

- Liaise with services in the area including GP practices and other mental health professionals
- Managing the waiting list, responding appropriately to calls and emails, assessing appropriateness of clients for counselling, and allocating clients to staff and counselling meeting rooms.
- Dealing with written correspondence and formal letters.
- Liaise with Safeguarding Coordinator when needed.
- Risk Assessment update and maintenance
- Knowledge of Data Protection procedure
- Writing of Annual Report for Kirk Session
- Limited Management of Finances
- Meeting regularly with Counselling Service Support group.

Requirements of Post:

Essential

- Has a recognized and accredited professional qualification in Counselling.
- Has experience of assessing client need and referral processes.
- Is someone who has a vibrant Christian faith and is part of a worshipping community.
- Has experience of recruiting, oversight and supervision of volunteers.
- Is a team player – proven track record of working collaboratively.
- Will be an advocate for the service within and out-with Holy Trinity Church and liaise with other services accordingly.
- Is competent in using current technology for the benefit of clients.
- Ability to manage a small case load with appropriate boundaries.
- Has conflict resolution experience for the benefit of clients and service.

Desirable

- Being trained in First Aid procedures.
- Has the ability to handle a budget.

Applications:

Please forward a recent CV along with the following Statements below to **churchoffice@holyltrinitywesterhailes.org.uk** by the closing date of 9th March 2021.

Please include the name of two Referees one of whom should be your church leader.

Value Statement

Describe briefly your live and active Christian faith and how you would embrace the vision and values of Holy Trinity Church and the Bridge Counselling Service in the community of Wester Hailes (no more than 500 words).

Supporting Statement

Please explain why you are applying for this position, making particular reference to the job description and requirement of the post (no more than 500 words).

As Holy Trinity Church is a Christian organization this post carries an occupational requirement in line with the Equality Act 2010, applicants should be able to evidence an active Christian faith and commitment. Successful applicants will require to be a member of the PVG scheme for protected adults and children.