##

## Clinical Director at The Counselling Foundation

The Counselling Foundation is a forward-thinking charity with a well-established reputation in the field of counselling and psychotherapy. Founded in 1974 our mission is to deliver affordable psychological therapy, to train psychotherapists and provide services to business and the NHS. Over the past five years the Foundation has doubled its client base, expanding delivery across Hertfordshire and Bedfordshire and more recently, launching training courses in South East London.

The Clinical Director is responsible for the oversight of clinical decisions across the counselling and training functions. The position involves leadership of the Clinical Services team, responsibility for clinical standards, governance and the management of clinical managers.

Operational matters in both the counselling centres and training will be overseen by the Operations Manager and Training Manager. Development of existing and new courses will be overseen by the CEO and the Marketing Manager. The Clinical Director will have a key role in training, overseeing curriculum review and BACP training development.

The Clinical Director will have a team reporting to the role which will include clinical managers and supervisors responsible for counselling work. The postholder will oversee the clinical aspect and development within Training. The Clinical Director is a member of the Senior Management Team and Chair of the Clinical Committee, therefore this role will make a significant contribution to the strategic direction of the Foundation.

The Foundation is an organisational member of BACP and its training courses are accredited and validated by BACP.

The Foundationis committed to promoting equality of opportunity throughout the organisation and encourages diversity.

**Pay and Benefits:**

Salary : £45,000 per annum pro rata

Hours: 21 hours per week, with the ability to request a flexible work pattern and/or home working. The expectation is that the candidate is working predominantly at our St Albans (Head Office site).

Core working hours are between 10am and 4pm.

Annual leave 30 days per annum plus bank holidays (pro rata).

 **Job Description**

1. **Accountability**

The Clinical Director reports to the CEO.

**2. Responsibilities**

* To make a full contribution to The Counselling Foundation Senior Management Team in delivering mission and strategic objectives.
* To input on clinical considerations to the CEO on the development of existing and new Clinical Services. The CEO is responsible and accountable for development of all services and courses at the Foundation.
* To be responsible for, to review, update and manage clinical policy and procedures.
* To oversee clinical governance processes and mitigate clinical risk to prioritise clinical intervention and monitor clinical risk and quality.
* Training clinical projects - oversee and chair curriculum reviews for the core training courses. To ensure that the training remains relevant and fit for practice as well as a central psychodynamic core in line with our BACP accreditation. It is anticipated that there will be frequent meetings. To chair the final board meeting.
* To take the lead on project managing the BACP reaccreditation for the Counselling Centre and Training. There is an annual and five year accreditations.
* To work closely with the Training Management Committee (TMC) to ensure the facilitation of trainee placements within Clinical Services.
* To work closely with the Operations Manager to ensure that operational issues are communicated and dealt with and to ensure the quality of the Clinical Services.
* To work with the Marketing Manager to consult on the clinical standards of any proposed new clinical services.
* To ensure that professional and customer service standards are met in Clinical Services
* To represent and Chair the Clinical Committee.
* To provide up to date reports on Clinical Services activity based on risk log to the CEO once a month and outcomes as required and to lead the annual Clinical Audit
* To manage relationships with partners, including service commissioners, on behalf of the Foundation.
* To represent and promote the interests of the Foundation professionally
* To perform such other duties as may be required by the CEO

**Personal Attributes**

* + 1. **Professional Qualifications and Experience**
* Qualified psychotherapist registered with UKCP, BACP or BPC
* Post qualification training and/or considerable experience of clinical assessment
* Evidence of competence as a clinician. Able to demonstrate a strong understand and working appreciation of psychodynamic training model
* Proven ability to be comfortable working with change and with change management processes
* Produce innovative new ideas to improve the quality of services and develop new initiatives
	+ 1. **People**
* Experience of managing a team and demonstrate competence in setting appropriate objectives and personal development plan with staff
* Ability to work effectively with a range of individuals, and to influence and persuade others at a senior level. Leadership experience of groups and chairing groups
* Experience of managing or chairing of groups and balancing group consensus with decision making
* Ability to both motivate and support staff to excel and demonstrate ability to challenge performance when appropriate

**C. Organisational and leadership ability:**

* Ability to articulate a dynamic vision for the role and provide overall clinical direction
* Take shared corporate responsibility for the financial performance and contribute to the commercial discussions relating to clinical services
* Ability to set performance management targets and KPIs for clinical services and oversee performance of services
* Ensure robust systems and processes are in place within their respective region
* Contribute to ensuring business continuity is maintained as far as practicable during major incidents
* To ensure that good principles relating to diversity and equality are mainstreamed through all working practices