



VACANCY: DIRECTOR OF PROFESSIONAL SERVICES

Hours: An average of 17.5 hours per week

Salary: £36,396 per annum

Highgate Counselling Centre (HCC) has been providing counselling services for over 60 years. As a registered charity it offers a range of services for those who could benefit from its models of counselling. These include individual psychodynamic counselling, short term counselling, bereavement counselling and systemic couple and family counselling.

HCC is an organisational member of the British Association for Counselling and Psychotherapy (BACP) and offers an Introduction to Counselling, a Certificate in Counselling Skills, a BACP accredited Diploma in Psychodynamic Counselling, and a Continuing Professional Development (CPD) programme.

Due to the retirement of the current Director, HCC is looking to appoint a new Director of Professional Services. Ideally, we are looking for someone to take on this role from August 2021.

HCC is governed by a Council of Management, which sets the policy and strategy of the Centre. The Director of Professional Services is the main executive.

Main tasks:

1. To be accountable to the Council of Management of HCC for the management and organisation of the Centre within the strategic and budgetary framework set by the Council.
2. To be responsible for the efficient and effective implementation of policy objects set by the Council.
3. To assist the Chair and Council in fulfilling their function and ensure that the Council receives appropriate and timely information and advice on all matters.
4. To hold clinical responsibility for the clinical work of the Centre.
5. To be responsible to the Council for the appropriate management and supervision of all HCC staff members.

For a copy of the job description and person specification, please email:

admin@highgatecounselling.org.uk

To apply for this post, please forward a supporting statement with reference to the person specification by 5pm on Monday, 12th April 2021 to:

admin@highgatecounselling.org.uk

Short-listed applicants will be invited to interview on Monday, 19th April and Tuesday, 20th April 2021.