



Job Description for the post of Director

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 a BACP accredited Diploma in Psychodynamic Counselling, a Certificate in Counselling Skills, an Introduction to 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.

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

Hours: an average of 15 hours per week

Salary: £31,200 per annum (£2,600 per month)

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 objectives 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.

Management and administration

- to ensure that there is a long-term strategy for the organisation and that this is monitored and reviewed on a regular basis

- to monitor the operations of the Centre and keep under review the structure of the organisation, making proposals to the Council for changes as appropriate
- to ensure that the resources of the organisation are best deployed to achieve the required objective, and to monitor the organisation's progress in achieving objectives, including performance against the annual budget set for the year
- to ensure that the Centre continues to evolve, responding to current needs and circumstances and keeping abreast of changes and developments in the counselling field.
- to be responsible for ensuring that current GDPR standards are adhered to throughout the Centre
- to deal with any complaints in accordance with HCC's Complaints Procedure

Clinical responsibility

- to ensure that the services offered are appropriate to the needs of the clients
- to monitor and oversee all aspects of client services - assessments, supervision, counsellor and trainee competence, etc.
- to ensure that client work is undertaken in a manner compatible with the BACP Ethical Framework for Good Practice
- to oversee the provision of clinical supervision and the clinical work of the supervisors and meet with the clinical supervisor team on a termly basis

Training

- to maintain close liaison with the Training Manager on matters relating to course content, trainee admission and welfare, and the employment of teaching staff
- to attend meetings of the Training Committee
- to attend the end of term Course Management meetings
- to ensure that the Training Manager retains HCC's accreditation with BACP for its Diploma training

Staff management

- to ensure that the organisation's values and policies are relevant, fair and consistently implemented
- to ensure that staff recruitment, management, training and development are directed to achieving the objectives of the organisation within the framework set by current employment and equal opportunities legislation and the principles of good practice
- to foster and promote good communication within the organisation and maintain transparency in the operations of the Centre
- to oversee the efficient co-ordination of the Centre's work

External liaison

- to promote the public profile of HCC and to foster good relations with outside bodies
- to ensure that contact is maintained with local bodies, voluntary and NHS agencies, within the mental health field
- to pursue contracts with outside bodies and ensure that the terms of such contracts are adhered to