



Basingstoke Counselling Service, a registered charity, was founded in 1985 by a small group of local therapists wanting to provide mental health support to the local community. Since then, our service has flourished to become a busy, vibrant counselling and training centre, managed by a talented team of clinical and non-clinical staff, dedicated to improving the emotional wellbeing of our community.

We achieve this in two ways. Firstly, we offer one-to-one and couples counselling for adults, via a team of counsellors who provide a professional and affordable service. Our counsellors are supervised and practise within the BACP Ethical Framework for the Counselling Professions.

Secondly, we provide a range of training courses for those interested in supporting others with mental health difficulties. We have a long heritage of running highly regarded courses from one-day CPD workshops through to a three-year BACP Accredited Diploma in Psychodynamic Counselling.

Based in central Basingstoke (a stone's throw from War Memorial Park and the town centre shops and transport links), we have a suite of 11 rooms used for counselling, training and administration. All of these rooms have recently been refurbished to a high standard, making BCS a very pleasant and welcoming work environment.

This is an exciting time for us as we are experiencing a sustained period of growth. To ensure that we continue to deliver high-quality services to all our users it is imperative that we recruit talented and committed individuals to complement the current team and help us continue to develop and grow the service.

To minimise our impact on the environment and ensure efficient work practises, all of our systems are now digital.

We understand that discrimination and inequality exist in our society. As an organisation, we aim to treat everyone with dignity and respect, and therefore challenge ourselves regularly to ensure we achieve this. We do this by listening and responding to feedback and regularly reviewing our approach to equality, diversity and inclusion.

Job Description

Role title	Counselling Manager
Reporting to	Co-Directors
Employer	Basingstoke Counselling Service
Location	Goldings, London Road, Basingstoke, RG21 4AN. Alternatively, this can be a hybrid role, with some hours worked remotely.
Working hours	15 to 22.5 hours per week. The duties shown reflect those of a 22.5 hour role; these tasks would be reduced accordingly if employed for fewer hours.
Salary	£40,000 FTE per annum, plus contributory pension scheme. BCS works to a 37.5 hour week.
Term of contract	Permanent
Holidays	25 working days pro rata per annum plus public holiday entitlement (also on a pro rata basis). In addition, Christmas closure entitlement will be applied after one full year's service.
Start date	As soon as possible
Closing date for applications	9am on 4 th November 2024
Interview date	Weeks commencing 4 th and 11 th November 2024
To apply	Send a CV and covering letter to info@basingstokecounselling.org.uk
For an informal chat about the role	Please contact Louise Hewitson or Julia Charlesworth on 01256 843125 or info@basingstokecounselling.org.uk

Overview of the post

We are seeking a suitably experienced counselling professional who has the skills and experience to effectively manage all aspects of the counselling function at BCS.

This is an exciting time to take on this role, at a time of expansion. The current counsellor team comprises a mix of salaried, volunteer and trainee (both in-house and external)

counsellors. This is currently a team of 40 but will increase to approximately 50 by January 2025. There are eight clinical supervisors.

This postholder will work closely with, and be supported by, a Counselling Co-ordinator, whose primary duties are to allocate clients to appropriate counsellors, manage room bookings, and support the team of counsellors and supervisors with any queries. There is also a committed administrative team, comprising one full-time and one part-time administrator and an Office Manager, who provide support for all aspects of the counselling function.

There are two Co-Directors who work collaboratively to manage the Service, with each taking a lead on a key Service function. This role would primarily report into the Co-Director overseeing the counselling function.

Duties and responsibilities

- Be responsible for the efficient, effective and ethical operation of the counselling provision
- Line management of part-time Counselling Co-ordinator
- Line management of part-time counsellors
- Line management of freelance part-time clinical supervisors
- Be the escalation point for risk management issues
- Consult with Initial Consultation counsellors to hand over client information ready for allocation
- Liaise with GPs, psychiatrists, etc. as required
- Arrange and chair supervisors' meetings (three times per year)
- Arrange and chair counsellors' meetings (held on Saturdays twice per year)
- Arrange and oversee internal CPD events (held on same Saturdays twice per year)
- Manage the recruitment of new counsellors and other members of the clinical team, and induction, as required.
- Liaise with external training organisations as required
- Produce and work within an annual counselling budget. Monitor ongoing income and expenditure, identifying and implementing corrective action when necessary
- Ensure compliance with clinical regulatory requirements, e.g. BACP and GDPR, and adherence to internal policies and procedures, ensuring these are reviewed at least annually alongside the Co-Directors
- Contribute to the smooth operation and running of BCS as a member of the Senior Staff Team alongside the Co-Directors and Managers of the Service's other functions.

Person Specification

Training and qualifications	<ul style="list-style-type: none">• Professionally qualified counsellor with a minimum of 450 hours clinical experience• Member of BACP, UKCP or other professional body
Knowledge and experience	<ul style="list-style-type: none">• Solid understanding of psychodynamic counselling and how other modalities work alongside it• Good ethical practice and quality standards• Effective clinical judgement• Experience of managing and supporting a team• In current supervised practice
Skills	<ul style="list-style-type: none">• Excellent written and verbal communication• Ability to forge strong and collaborative working relationships• Ability to problem solve and remain calm and objective under pressure• Ability to work effectively both independently and as part of a team• An openness to being challenged• Ability to maintain appropriate boundaries• Ability to manage difficult relationships
