



Sue Lambert Trust JOB DESCRIPTION

Job Title:	Deputy Clinical Lead (with a focus on EMDR)
Responsible to:	Head of Client Services and Development <i>Clinical quality and effectiveness accountable to Head of Clinical Governance and Safeguarding</i>
Location:	Norwich
Hours:	22.5 hours including some evening work (F.T.E 37.5 hours per week)
Salary:	£24,000 per annum FTE

Background Information

Sue Lambert Trust provides kind, safe, supportive help in Norfolk to those who have ever experienced sexual abuse including domestic abuse.

We provide free, specialist support that enables people to recover, heal and build resilience to face the future. Our support is organized around a three-phased trauma informed approach. Phase One Groundwork is designed to support clients with practical issues as well as providing stabilisation in preparation for counselling. Around 200 clients per year access this service. Phase Two Counselling is the core provision and is delivered by 70+ trained counsellor volunteers working with around 300 clients weekly. Phase Three aims to build resilience and includes interventions such as self-help groups.

Our team of Deputy Clinical Leads are pivotal in our ability to support people who have ever experienced sexual abuse including domestic abuse. As a key member of the team you will ensure that we safely build our capacity to meet the increasing demand for our support through supporting our excellent cohort of volunteer counsellors along with direct service delivery.

We are funded by the Office of the Police and Crime Commissioners Office, Ministry of Justice, National Lottery and several local and national Trusts and Foundations.

With the launch of a new strategy to guide us through to 2026 it is an opportune time to be joining an organization that is ambitious in its support for its clients.

Job Title Deputy Clinical Lead (EMDR Specialism Preferred)

Responsible to: Head of Service and Development
Clinical quality and effectiveness accountable to Head of Clinical Governance and Safeguarding

Job purpose: To work in the best interests of clients within the policy and procedural framework of the organisation

To support and develop teams of volunteer counsellors in line with the organisations strategy and policies.

To provide and ensure quality counselling services are being delivered to clients as set out by the organisation.

To provide direct services to clients including assessments and counselling in line with the requirements of the organisation

To support the Senior Management Team in the development of services.

Main responsibilities:

Operational Delivery

1. To liaise directly with the Head of Clinical Governance and Safeguarding on all areas of clinical practice and direction.
2. To report directly to Head of Client Services and Development on operational activity, day to day management and service delivery
3. To successfully deliver operational activities and objectives as set by the Head of Client Services and Development.
4. To support and provide guidance to volunteer counsellors with a focus on current EMDR volunteers and to develop our EMDR service offer.
5. To disseminate and communicate expectations in the provision of counselling and support to all volunteer counsellors and check understanding.
6. To implement best practice as outlined by BACP guidelines (British Association for Counselling and Psychotherapy) and statutory and regulatory requirements throughout the organisation.
7. To conduct regular case management/check in calls/reviews with volunteer counsellors.
8. To assist in the development of the trauma informed three phased approach – Groundwork, Therapy and Resilience.
9. To liaise where necessary with external supervisors to support volunteer counsellors and clients.
10. To implement all quality standards as required by the organisation and external professional association the BACP.
11. To work with the Head of Client Services and Development and the Head of Clinical Governance and Safeguarding and external supervisors to ensure that:

- a. Volunteer Counsellors are providing the best possible service to our client group.
- b. Issues raised by individual counsellors are being addressed.

Service Delivery

1. To provide counselling (and if qualified EMDR) along with other therapeutic services in line with the policies and requirements of the organisation.
2. To provide additional services such as initial assessments, review calls and any other services as directed by the organisation.

Service Development

1. To collect data and information of service impact to inform the ongoing development of the organisation.
2. To encourage feedback from all clients and volunteer counsellors as required
3. To identify any issues in service delivery including barriers to access services
4. To assist in recruiting, interviewing and training new volunteers
5. To attend external meetings with partners in developing or consolidating support for clients
6. To support partnership working for the benefit of our client group

Other Duties

1. To work within the policies and procedures of the organisation
2. To work to the principles of equality and diversity within all aspects of the organisation
3. To promote the work of Sue Lambert Trust to stakeholders as and where applicable
4. Any other duties as commensurate with the role

Variation of Job Description

Sue Lambert Trust reserves the right to vary the duties and responsibilities of its employees within the general conditions of service. The duties and responsibilities outlined above will be periodically reviewed and may be altered as the changing needs of the charity may require.

PERSON SPECIFICATION – DEPUTY CLINICAL LEAD

Qualifications:

1. Minimum Diploma level qualification in counselling
2. Minimum 300 hours clinically supervised counselling experience
3. Achieved or working towards BACP accreditation or similar and towards an EMDR qualification.
4. EMDR qualification is desirable (where accreditation by a Counselling/Psychotherapy professional body is a pre-requisite)

Skills/knowledge required:

1. Current ongoing and proven counselling experience within a counselling environment
2. Experience of working with clients who have experienced trauma particularly in relation to sexual and/or domestic abuse.
3. Exceptional communication skills, both verbal and written, with proven ability to communicate with people at all levels and to motivate others
4. Sophisticated understanding of the person-centred counselling approach or EMDR or Somatic therapy, within the context of a person centred service.
5. Experience in working with other agencies and stakeholders
6. Knowledge and understanding of diversity and equality
7. Understanding of systems to collect and analyse evidence of impact of services on clients
8. Experience of working with and supporting volunteers

Personal Attributes

1. Dynamic/can do approach
2. Ability to work well within a team
3. Ability to work on own initiative and to identify solutions to every day issues
4. Good negotiation skills

Other requirements:

1. Ability to work flexibly with occasional unsocial hours
2. Full driving licence or ability to travel at alternative locations in the county (for which reasonable expenses will be paid)
3. To attend clinical supervision as required by BACP

Application Process

To apply, please send:

- a CV (not more than two pages)
- a covering letter (not more than two pages)

The closing date for applications is 2nd August 2021

Please send your application to recruitment@suelamberttrust.org

Please include the title of the post you are applying for in the subject of the email.

Only complete applications will be considered.

Interviews will take place on w/c 9th August 2021

We may conduct a second round of interviews, which will be decided only after the first round of interviews has taken place.