



Kind • Safe • Supportive

## **Sue Lambert Trust JOB DESCRIPTION**

<b>Job Title:</b>	<b>Deputy Clinical Lead</b>
<b>Responsible to:</b>	<b>Head of Counselling</b>
<b>Location:</b>	<b>Great Yarmouth</b>
<b>Hours:</b>	<b>30 hours per week (with occasional evenings)</b>
<b>Salary:</b>	<b>£29,761 FTE</b>

## **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.

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.

Kind • Safe • Supportive

**Job Title** Deputy Clinical Lead

**Responsible to:** Head of Counselling

**Functional Management:** Deputy Head of Counselling

- 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 independent 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 Counselling on all areas of clinical practice and direction.
2. To report directly to Head of Counselling on operational activity, day to day management and service delivery
3. To support and provide guidance to teams of independent counsellors.
4. To disseminate and communicate expectations in provision of counselling and support to all counsellors and check understanding.
5. To implement best practice as outlined by BACP guidelines (British Association for Counselling and Psychotherapy) and statutory and regulatory requirements throughout the organisation.
6. To conduct regular case management reviews with counsellors.
7. To assist in the development of the trauma informed three phased approach – Groundwork, Therapy and Resilience.
8. To liaise where necessary with external supervisors to support volunteer counsellors and clients.
9. To implement all quality standards as required by the organisation and external professional association the BACP.
10. To work with the Head of Counselling and Deputy Head of Counselling and external supervisors to ensure that:
  - a. 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 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 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 counsellors
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

## **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.

### **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 abuse or violence.
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 independent contractors including 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 the following to [recruitment@suelambertrust.org](mailto:recruitment@suelambertrust.org)

- an up-to-date CV
- a covering letter addressing all the requirements in the person specification

Please note this vacancy will close upon successful appointment.