

2. Manage the Clinical Governance of the service, ensuring a high quality service is delivered to clients, gaining feedback from clients, managing complaints and disputes, providing reports, attending supervision.

- a) Appointing all sessional counsellors and therapists and honorary counsellors and therapists
- c) Keep up-to-date written records of line management supervision.
- d) With the Director of Services appointing all clinical supervisors for the service
- e) Meet with clinical supervisor monthly
- f) Attend regular line management supervision
- g) Meet with the Manager at Eaves on a regular basis
- h) Meet regularly with Director of Services for line management supervision.

3. Overseeing the collection and input of all data for evaluation and monitoring purposes and the audit of these processes.

- a) Ensuring that all practitioners are completing their data sheets as required and handing these to the administrator on a weekly basis.
- b) From time to time auditing the data sheets, and cross referencing these with the client information to ensure that this work is being carried out as required.
- c) Ensuring that all clinical records are kept up to date on a weekly basis, auditing this process regularly and reviewing the quality of the note keeping.

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Any other duties that are required of you by the Minister Centre Director of Service.

Person Specification

UKCP/BACP registered with a minimum of 3 years post registration experience

A minimum of two years managerial experience in a clinical setting

Experience of providing line management

Experience of working with either sessional counsellors or volunteers

Understanding of the need for evaluation and data collection and experience of delivering evaluation in a similar service.

Understanding of the issues surrounding domestic violence, and women affected by sexual violence (including rape, trafficking, FGM)

Experience of providing reporting to funders

Ability to track appointments and numbers of sessions delivered on an on-going basis.

Experience of managing a budget