



## **Clinical Lead of The Olive Branch Counselling Service**

### **Job Vacancy**

The Olive Branch Counselling Service is recruiting a forward-thinking, highly skilled practitioner to act as the Clinical Lead to the organisation. Highly regarded for providing high quality, affordable counselling, The Olive Branch is seeking to increase its reach and impact in the local community. The Clinical Lead, holding accountability for the clinical work of the organisation, will set the direction of the service, manage the clinical team and work towards the implementation of The Olive Branch 5-year strategy.

**Job Title:** Clinical Lead

**Location:** The Olive Branch office, 14 St Clement Street, Winchester, and some remote working

**Hours:** 21 hours, some weekend and evening work may be required.

**Contract type:** Permanent, 6 month probationary period.

**Salary:** £44,000 per annum, pro-rata

**Accountable to:** The Board of Directors

**Holiday:** 5 weeks per annum, calculated pro rata

**Benefits:**

Pension.

Financial contribution towards clinical supervision and Continual Professional Development.

Flexible working is offered.

**Apply by:** Midnight, Monday 22<sup>nd</sup> November

**Interviews:** Week commencing 6<sup>th</sup> December

**To apply for the role:**

Please send your CV plus a covering letter setting out how you meet the person specification and your reasons for applying to [Recruitment@Theolivebranch.org.uk](mailto:Recruitment@Theolivebranch.org.uk) Please ensure you set out how you meet the essential and desirable criteria in the person specification.

For queries about the role, please contact Dr Bryony Farrant, Consultant Clinical Lead, via [Recruitment@Theolivebranch.org.uk](mailto:Recruitment@Theolivebranch.org.uk)



## About The Olive Branch

The Olive Branch Counselling service has existed for 35 years, providing counselling to the people of Winchester and surrounding area. Its values align with the humanistic approach to counselling – respecting the individual, offering kindness, honesty and dignity. More recently, it has sought to take a trauma-informed approach to its work, recognising the traumas that underly a great deal of human suffering. The Olive Branch is staffed by a clinical team of 3, an office manager and administrative support volunteers. There are approximately 40 volunteer counsellors, the majority of whom are in training. The counsellors offer up to a year of humanistic counselling for a range of difficulties including relationship problems, stress, anxiety, bereavement and depression. The service provides counsellors with excellent group supervision from a team of 9 clinical supervisors and there are development opportunities including CPD events and training to conduct initial assessments. The service is now working towards having a bigger impact and wider reach, improving the well-being of more people in and around the Winchester area. It has set out its plans in a 5 year strategy document; this document is available by contacting [Recruitment@Theolivebranch.org.uk](mailto:Recruitment@Theolivebranch.org.uk)

## Role Overview

The Clinical Lead has overall responsibility for the clinical work of the organisation. They oversee the counselling, assessments and supervision practises and lead the clinical team comprising of Head of Counselling, Assistant Head of Counselling and volunteers. The Clinical Lead ensures that the clinical work is to a high professional standard and in line with professional practice guidelines. The Clinical Lead sets the clinical direction of the organisation. They ensure the vision and values of the organisation are clearly communicated and identify and implement developments that will benefit counselling clients and enhance the culture of the organisation. They build and develop positive relationships with other organisations and services in the local area to ensure that The Olive Branch is visible and accessible. They work across the organisation and with external partners to promote fundraising, ensuring the financial health of the charity.

## Person specification

### Key competencies

- Proven leadership skills
- Advanced communication skills – able to communicate to a variety of audiences
- Effective decision maker – able to make timely decisions taking into account complex information, relevant evidence and a variety of perspectives
- Strategic thinker – able to work at 'big picture' level
- Experienced counsellor/clinician
- Competence in managing clinical risk and safeguarding issues
- Experienced in governance activities – knowledge of appropriate clinical practice guidelines and relevant legislation (e.g. GDPR, Data Protection, Safeguarding) and able to identify compliance/noncompliance and ensure the practises of the organisation are to a high standard



### **Essential criteria**

- To be a current member of a UK registering body such as the BACP, UKCP, HCPC.
- To be familiar with the BACP ethical framework
- To be a qualified counsellor, psychotherapist or psychologist, minimum 5 years post qualification experience
- The candidate must be familiar with humanistic and relational approaches to counselling and have an understanding of the values underpinning them.
- To be a qualified clinical supervisor
- Previous clinical leadership or management experience
- Experience of identifying and responding appropriately to risk and safeguarding issues; knowledge of risk assessment and safeguarding responsibilities in a counselling/therapeutic/healthcare context.
- To be proficient in the use of IT including cloud-based software and Microsoft office.

### **Desirable:**

- To have experience of working in a range of settings including the NHS and charities

### **Duties and responsibilities**

- Leadership
  - To provide direction on what the organisation offers and why, ensuring that the resources are in place to deliver this.
  - To develop an open and supportive culture in which the values of The Olive Branch are enacted
  - To lead with awareness of cultural differences, equality and diversity factors and with the intention of being inclusive and welcoming.
  - To identify developments to the service that will improve the experience of service users, the quality of the service and the experience of the workforce. To make recommendations about such developments to the Directors, seeking agreement. To implement agreed developments, obtaining the funding and resources required and evaluating the improvements once implemented.
  - To work to achieve The Olive Branch's 5 year strategy, setting out plans for success and communicating the vision and rationale to all those involved.
  - To meet targets in relation to the counselling service delivery thus contributing to the financial health of the charity
  - Line management of the Head of Counselling
  - Line management of the clinical supervisors
  - Recruitment of the clinical team (Head of Counselling, Assistant Head of Counselling) and of clinical supervisors
  - Chair the weekly clinical team meetings
  - Provide clinical advice on issues that are escalated by the clinical team, for example ethical concerns, risk issues, policy queries
  - Respond to escalations regarding risk to service delivery e.g., staff shortages, making effective and timely decisions to ensure organisational risks are managed and core services are maintained

- **Communication and liaison**
  - Regular communication with all staff and volunteers to ensure all are appropriately consulted and aware of service developments
  - Liaison with the Committee
  - Work with the fundraising agency to facilitate their work, thus ensuring the financial health of the organisation
  - Establish and maintain positive relationships with external stakeholders to ensure the visibility and accessibility of The Olive Branch, including counselling training colleges, NHS services and third sector organisations.
  - Report to the Board of Directors on the successes and risks to the organisation and funding needs
  
- **Clinical governance and quality assurance**
  - To act as the Lead Safeguarding Officer, responsible for the safeguarding policy and practice of the organisation. To provide safeguarding advice and guidance to staff and volunteers at a policy and procedural level and on a case level. To ensure the workforce receive appropriate safeguarding training. To ensure compliance of safeguarding legislation and above this, that best practice is followed in regard to safeguarding.
  - To receive complaints at stage 2, responding in line with policy and procedure.
  - To manage the organisational response to any serious clinical incidents or near misses.
  - To ensure that the organisation is GDPR compliant and that clinical practises with regards to record keeping are to a high standard.
  - To ensure the organisation maintains its accreditation with the British Association of Counselling and Psychotherapy (BACP).
  - To be briefed by the Directors on the financial health of the charity and work with budgets in mind.
  - To carry out regular audits of the organisational policies and procedures
  - To ensure effective processes are in place to monitor service delivery and performance; identify appropriate data to be gathered.
  - To present reports to aid fundraising activities and for the benefit of the Board of Directors
  - To ensure quality assurance methods are in place, such as seeking feedback from service users and implementing improvements and changes where appropriate.

**Interview process:**

The candidates will be required to attend an interview in which they will give a presentation on a topic relevant to the role. Candidates will be required to provide examples that demonstrate their competency for the role, as set out in the competencies section.

References will be sought at interview stage. Candidates must submit their qualification certificates and have an enhanced DBS certificate before commencing the role.