



NGY myplace
29-31 Castle Gate
Nottingham
NG1 7AR
Tel 0115 952 5040
Fax 0115 9525080
info@base51.org.uk
www.base51.org.uk

Job Description and Person Specification

Title of Post:	Counselling Manager
Responsible to:	Chief Executive, Base 51
Hours:	37 hours per week (flexible working pattern in line with organisational needs)
Salary:	£34,000
Job Purpose:	To co-ordinate and manage the counselling service at Base 51, ensuring all counselling is undertaken within the British Association for Counselling and Psychotherapy's Ethical Framework for Good Practice in Counselling and Psychotherapy or an alternative recognised Regulating Awarding Body in the UK.

MAIN TASKS

1. To recruit, induct and supervise paid staff, volunteers and trainee counsellors.
2. To manage a caseload of counselling for young people and crisis drop in service.
3. To manage, develop and maintain the service as an integral part of Base 51 wider provision to young people.
4. To manage the budget for the service, reporting to the Base 51 Chief Executive.
5. To monitor, review, evaluate the Counselling service and manage change, responding to organisational needs and in-line with agreed budgets.
6. To work with the Base Chief Executive to source and apply for tenders, grants and funding for the service.



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7. To develop and maintain a strong working relationship with funders, commissioners and other external partners
8. To provide “protected” time within the drop-in sessions for young people to seek support on mental health issues
9. To evaluate and monitor the service with the involvement of volunteer counsellors and young people.
10. To undertake and keep an overview of professional initial assessments of young people referred/self-referring to counselling and allocate appropriate counsellors according to the needs and requests (where possible) of young people.
11. To develop “informal” interventions with young people, where a traditional counselling approach is or will not be appropriate.
12. To refer young people to the wider Base 51/NGY My Place services provision where suitable.
13. To attend regular clinical supervision sessions, to be arranged externally.
14. To assess the needs and risks of young people on the waiting list for counselling and prioritise according to their needs and risk.
15. To maintain confidential case notes and ensure these are kept securely.
16. To develop and maintain working partnerships with referral agencies.
17. To deliver services in accordance to the requirements of the funders.
18. To develop links to other agencies and services and to develop partnership working where appropriate.
19. To produce regular reports on the Counselling Service as required by the Base 51 Board, Chief Executive and funders, commissioners and other external partners.

CORE TASKS (Management)



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Transition

- Supporting and directing staff (paid and voluntary) to ensure the process of transition by young people to or from other services is undertaken in an appropriate and timely way.

Communication

- Be able to communicate and engage with staff (paid and voluntary) at all levels appropriate to individual needs.
- To actively keep updated with internal and external briefings.
- Ensure young people have a voice and are able to participate in services offered by Base 51.

Development

- To work with and support staff (paid and voluntary) through each key stage in their development.
- To lead, promote and deliver an innovative counselling provision.
- To be pro-active in ensuring own continuous professional development to gain the skills required to deliver a fit for purpose counselling provision
- To create, update and develop internal and external procedures and referral pathways

Safeguarding

- To ensure the safeguarding of young people and children is paramount for all staff (paid and voluntary) and that they act accordingly within Base 51 Policy and Procedures.
- To ensure that risk assessments, risk registers and cases are prioritised following safeguarding protocols

Multi-agency work

- To ensure that all staff (paid, voluntary and placement) provide services which are appropriate and professional to ensure the health and wellbeing of young people accessing services.
- To have a clear understanding of your role, those you manage and that of other professionals when working across agencies to deliver best outcomes for young people.
- To work in partnership with other agencies to the benefit of young people.



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Sharing Information

- To share information appropriately as per Safeguarding and CAF (Common Assessment Framework) guidelines within the Base 51 Policy and Procedures.
- Ensure the maintenance, at all levels, of confidentiality in relation to agreed organisational policy.
- In all aspects of work, tasks will be carried out in a way that reflects the ethos of the organisation, which is committed to providing inclusive, diverse and equal opportunities.
- To be a key holder for the Ngy building
- To act as Duty Manager as required

Administration

- To ensure all monitoring and records are kept up to date, secure and used appropriately.
- To provide information, qualitative and quantitative data and reporting in a timely manner.

Qualification

- To hold an appropriate academic/professional qualification as required for the post.
- To undertake training to ensure that qualifications continues to meet industry standards

Organisational Responsibilities

- To support the Chief Executive and Board in ensuring that Base 51 operates smoothly and develops in line with the changing needs of young people and the requirements of funders and partners.
- To take a lead in the formulation and ongoing review of BASE 51 Policies, Procedures and working protocols as appropriate to your service area.



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- To work jointly with other staff to provide services which are accessible to all young people.
- To organise, plan, prioritise and evaluate your work in negotiation with your Line Manager.
- To attend management meetings, team meetings, centre meetings, young people's meetings and when required, Board meetings.
- To attend/manage regular supervisory sessions with all staff and volunteers you have responsibility for, to be contractually arranged.
- To promote Base 51 to visitors to the centre, funders, commissioners and other external partners
- To attend meetings as a representative of Base 51 as required.
- To provide training to internal staff, volunteers, placements and external agencies as required.
- To comply with all BASE 51 Policies and Procedures.



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Person Specification

No.	Essential Criteria	Assessment
Experience		
1.	Experience in delivering counselling and psychotherapy to young people, both one to one and in a group setting	A/I
2.	Experience in delivering counselling within the Ethical Framework for Good Practice in Counselling and Psychotherapy. (British Association for Counselling and Psychotherapy)	A/I
3.	Experience of building therapeutic relationships with young people who have complex needs	A/I
4.	Experience of crisis intervention work	A/I
5.	Experience in making professional assessments of young people and their mental health	A/I
6.	Experience of supervising counsellors	A/I
7.	Experience in managing risk in a mental health context	A/I
8.	Experience of working in and contributing to a team	A/I
9.	Experience in managing confidentiality, particularly in relation to under 18's	A/I
10.	Experience in managing case notes, particularly using an electronic case management system.	A/I
11.	Experience in using data analysis to inform areas of development	A/I/P
Knowledge		
12.	Ability to recruit, induct and support volunteers to the service	A/I
13.	An ability to work flexibly, responding to the presenting needs of young people.	A/I
14.	Knowledge of other agencies, both statutory and voluntary	A/I
15.	Knowledge of managing safeguarding and an ability to put this into practice.	A/I
Skills		
16.	An ability to monitor services and produce reports	A/I/P
17.	An ability to evaluate services creatively and appropriately, with young people	A/I



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18.	An ability to develop services in partnership with others	A/I
19.	Experienced in word processing and other computer applications	A/I
20.	Ability to provide leadership to the service	A/I
21.	Ability to develop and promote the service	P
Qualifications		
22.	Minimum of a Diploma in a Humanistic model of Psychotherapy and Counselling.	A/I
23.	BACP Accreditation / UKCP Accreditation or eligibility / Alternative UK regulated Qualification	A/I
24.	Hold or willing to work towards a supervisors qualification	A/I

Key: A = Application I = Interview P = Presentation