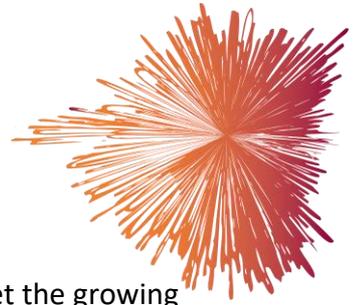


Welcome Counselling Service Manager Job Description



Welcome Counselling Service was established in 2012 and has grown to meet the growing need of people across Oxfordshire and beyond. The service is currently part of The Welcome Church and was established as a way to meet the needs of the local community and also of Christians. Counselling is open to anyone of any faith or no faith. It is affiliated with the Association of Christian Counsellors and has been sense its conception.

Over the past 2 years the service has continued to grow in response to the need for counselling and now offers face to face and virtual counselling. The service currently has 7 volunteer counsellors and one employed service coordinator. Welcome Counselling Service supports about 20 clients each week.

The service is at an exciting and challenging point in its growth and is in need of a leader who is able to grow the service from where it is today into an independent counselling service, that is structured and equipped to answer the growing need for professional counselling.

The purpose of the manager is to co-ordinate WCS current operational tasks and to be instrumental in its growth to a fully independent service or charity. We are looking for someone with strong managerial and administrative skills, ideally knowledge of the charity sector and a passion to support Christians' and the whole community's mental health in a professional, compassionate and accessible way. You do not need to be a qualified counsellor although experience and knowledge of mental health is essential.

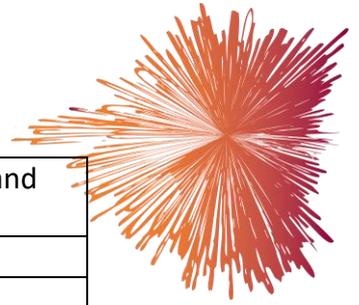
If you think you might be the answer to this calling, please read the Job spec below.

Counselling coordinator for Welcome Counselling Service – initially 1 day (7.5hrs) per week
Plan and implement change to move the service to an independent counselling service
Manage referrals into the service
Undertake initial referral consultations
Allocate clients to appropriate counsellors
Work with counsellors around their client load
Organise CDP for counsellors
Ensure policies and procedures are keep up to date
Manage affiliation and insurances for the service
If the right person is a qualified counsellor there is scope to have your own clients (Desired but not essential and Max of 2 clients)
Support students on placement with the service
Raise awareness of the service across Witney and Oxfordshire
Manage the budget including cots of supervision, resources, CPD events, necessary organisational cost (emails, IT, office costs)
Be a positive advocate for counselling

Raises awareness of the service to churches and their pastoral care teams and congregations

You will be accountable to the trustees of The Welcome Church, Witney

Any other task that may arise from time to time or tasks asked of you



The role will initially be based from The Welcome Church, Witney.

This post is subject to an Occupational Requirement that the postholder is a committed evangelical Christian under Part 1 of Schedule 9 to the Equality Act 2010.

For the full details and how to apply please see www.thewelcomechurch.org.uk/jobs