

Job description

Job title	Head of Talking Therapies
Contract	Permanent
Hours	Up to full time
Salary	£36,000 -£43,000 pro rata depending on experience
Service setting	Across Jami localities and home based

Organisation

Jami is a mental health charity that enriches and saves lives impacted by mental illness and distress in the Jewish community.

Since the start of the pandemic, demand for our services has grown exponentially. In 2021 we undertook a thorough review of the needs of the community, to develop a new strategy that will secure the Jewish community's mental health provision. The new strategy sets out a huge agenda for change in scale and provision, which will be developed over the next five years while we continue to run our diverse set of highly professional mental health services:

- Advice and advocacy
- Treatment and support
- Education and campaigning

Jami currently supports over 1,400 individuals, delivering almost 50,000 separate service interactions each year, and reaches thousands more people through education, seminars, work in schools and other organisations. Through our social enterprise community café, Head Room, we raise mental health awareness while delivering mental health support on the high street.

Job purpose

Jami set out a bold and ambitious new strategy for 2021-2026, built on renewed clarity of our Purpose: Jami exists to enrich and save lives impacted by mental illness and distress in the Jewish community.

This role relates to the following strategic priority: Timely and affordable access to psychological therapies: Make affordable access to counselling and one-to-one psychological therapies available via Jami, enabling timely and professional support.

As part of this strategic ambition Jami will be developing a counselling service. The post holder will be responsible for designing and developing the counselling provision with the aim of becoming a BACP accredited service.

The ideal post holder will be an experienced practitioner with essential experience in psychological therapies / integrative counselling / integrative psychotherapy, with leadership, managerial and supervisory skills having worked within an organisational setting. They will be proficient at leading the development and delivery of a high quality, needs led, evidence based innovative therapy service providing strong, visible and operational leadership.

Responsibilities

- Responsibility for the day-to-day operational delivery and development of counselling and talking therapies at Jami
- Effectively manage the service to achieve BACP service accreditation
- To be an effective member of the service leads team
- Ensuring safe and effective service delivery that complies with professional body standards and is informed by evidenced based practice
- To ensure services are developed in line with BACP guidance and within the ethical framework
- Ensure all counsellors/therapists have the appropriate qualification and are registered with an appropriate body (BACP, UKCP, BPS) receiving regular supervision and maintaining their CPD
- To carry a small caseload as appropriate
- Recruitment and management of trainee volunteer counsellors, paid counsellors, supervisors, and intake / administration staff. Including conducting regular appraisals.
- Ensure practice counsellors receive induction which includes training on Jewish faith and culture and working within a culturally sensitive and appropriate way.
- Developing and maintaining relationships with course directors and tutors for trainee counsellor placements for trainees on recognised courses, with a wide range of modalities,
- Sourcing and coordinating appropriate counselling venues and developing online counselling provision.
- To work as part of the wider Jami service team, ensuring a coordinated and integrated service.
- To lead and coordinate initial screening and assessments for the counselling service, including ensuring valid and reliable outcome measures are embedded in the service.
- Take responsibility for managing referrals, allocations and waiting list

- To allocate appropriate clients to trainees and more experienced counsellors
- To ensure that clients are allocated to the appropriate type of counselling
- Ensure effective caseload management and time limited therapies are utilised.
- To oversee the counselling administration and take a significant role in client communication with more complex cases
- To ensure Jami's record keeping system is up to date and maintained. Enabling effective, monitoring and evaluation of the quality of the service offered to clients and compile regular reports.
- To be the first point of contact within the counselling service relating to all risk issues including child protection or vulnerable adult concerns.
- To ensure all counsellors receive appropriate clinical supervision and take over the facilitation of the clinical supervision groups in the interim as and when needed.
- To respond to any queries or complaints relating to the counselling service
- To provide induction, training and supervision and develop a robust CPD programme.
- To work with the Director of Services on developing new initiatives
- To be mindful of and to adhere to the financial policies, contributing to the annual budget process
- To work in compliance with Health and Safety Legislation, the policies on Hygiene, Moving and Handling, lone worker Risk Assessment etc, where appropriate and to assist in the development and reviewing of essential policies and procedures.
- To update knowledge and understanding of all relevant legislative and organisational policies and procedures, safeguarding, risk management, incident reporting etc.
- To take responsibility to maintain own personal development and keep up to date with current knowledge and legislative changes through reading, attending study days, conferences, and meetings as appropriate in accordance with the requirements for continued professional development in line with your professional body
- Compliance with the Equality Act and General Data Protection Regulations (GDPR)
- Attend regular supervision with named supervisor and participate in the organisation's appraisal process
- Ensure that all activities are operated in a way which is consistent with the values of Jami and the Jewish community it serves.
- Carry out any other reasonable duties as requested by your line manager or another designated senior manager

Key relationships

- Director of services
- Quality and Impact Manager
- All Jami service leads / managers
- Volunteering team
- Finance team
- External statutory and voluntary sector organisations

Training and Qualifications

Essential	Desirable
<ul style="list-style-type: none">• Relevant counselling, psychotherapy or psychology qualification• BACP, HCPC, or UKCP registration	<ul style="list-style-type: none">• BACP accreditation• Supervision qualification• CBT qualification

Knowledge and Experience

Essential	Desirable
<ul style="list-style-type: none">• At least 3 years' post qualification experience in psychotherapeutic or psychological clinical practice across modalities.• Experience of working within a time limited setting• Experience in supervising psychologists/counsellors/psychotherapists• Experience in the planning, design and delivery of clinical services, together with good knowledge of modern principles and practices involved in the management and governance of clinical services• Good experience of identifying new business opportunities, writing business	<ul style="list-style-type: none">• Knowledge and experience of the Jewish community• Clinical supervision qualification• Lived experience of mental illness, distress of trauma

<p>cases, and devising and implementing new initiatives to achieve income growth</p> <ul style="list-style-type: none"> • Experience of conducting clinical assessments • Experience of line management and managing volunteers • Experience of managing a counselling service • High levels of professionalism, leadership and management skills • Experience of working clinically with individuals with a wide range of presentations including more complex mental health issues. • Able to work within and maintain well-defined professional boundaries. • Ability to work effectively with various stakeholders • Be able to effectively communicate with clients, colleagues, management, stakeholders and wider services verbally and in writing. • Have experience in developing and delivering new projects and thinking strategically. • Be highly organised and able to prioritise with good problem-solving skills. • Have good IT skills, including a working knowledge of all aspects of Microsoft office. • 	
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Flexibility

To deliver services effectively, a degree of flexibility is needed, and all post-holders may be required to perform work not specifically referred to above. Such duties will fall within the general scope of the job description. The job description will therefore be subject to periodic review with the post holder to ensure it accurately reflects the duties of the job.

Disclosure of criminal background

All employees are checked with the Disclosure Barring Service

If it is a requirement of the post that an enhanced check is undertaken, successful applicants will be asked to complete and sign a Disclosure Form giving permission for the screening to take place.

Having a criminal record will not necessarily bar you from working with Jami. This will depend on the nature of the position and the circumstances and background of offences.

Please note applicants refusing to sign the form will not be progressed further.

Equality and diversity

Jami are proud to be an equal opportunity workplace. We recognise and promote, the positive value of diversity, equality and challenge discrimination. We welcome and encourage job applications from people of all backgrounds.

Confidentiality

All information relating to service users, volunteers and staff gained through your employment with Jami is confidential. Any disclosure to any unauthorized person is a serious disciplinary offence.

For further details please contact **Louise Kermode** on 020 8458 2223 or email **louise.kermode@jamiuk.org**.

To apply for the role, please send your CV and covering letter to **recruitment@jamiuk.org**. Closing date for applications **22nd January 2023**.

Interviews will take place week commencing **30th January 2023**.