

SOUL RESTORE

Counselling

Head of Counselling

Soul Restore, St Andrews Leckie

Job Description



St Andrews Leckie Church has a vision to be a place of restoration and healing in our local community. As a church we want to reach out to people in need and open our doors to broken people to serve them in Jesus' name. One of the ways that we believe that God has been equipping us for this task is by calling us to establish a Christian Counselling service as part of the ministry of our church. We are now seeking to appoint a Head of Counselling to manage and develop our Soul Restore Counselling service, which will be launched in April 2020.

Description of role

- Direct, develop and oversee counselling services from the church for the community of Peebles and the surrounding areas.
- Ensure the appropriate recruitment and appointment of voluntary counsellors and administrative staff and the provision of proper training and supervision.
- Direct and oversee the promotion of the service, management of the service team, provision of services to clients, running costs, legal issues (eg data protection, PVG, health and safety) and associated administrative processes. This will include:
 - Communication with the team, other church staff, supervisory board and line manager and the general public.
 - Maintaining an ethical framework to practice including confidentiality and develop a local Statement of Ethics and Code of Practice ensuring that counsellors adhere to this.
 - Ensuring appropriate insurance and registration with professional bodies are held and maintained.
 - Develop and uphold policies for complaints; risk of harm and lone working.
 - Ensure effective use of IT systems to protect personal data.

Person Specification:

- It is essential that the post holder is a Christian, involved in their home church which is a Genuine Occupational Requirement in terms of the Equality Act 2010.
- It is essential that the post holder is a trained counsellor and a member of COSCA.
- It is essential that the post holder is passionate and committed to our vision of counselling as a way of bringing restoration and healing and has a heart for serving our community in this way.

For whom responsible: the volunteers and staff at the Soul Restore Counselling Service

To whom responsible and accountable: line manager (to be appointed) and the Minister of St Andrews Leckie. The postholder will adhere to COSCA's (Scotland's professional body for counselling and psychotherapy) Statement of Ethics and Code of Practice.

A supervisory board will be established comprising of the line manager, the Minister and a member of the Kirk Session. The supervisory board will have delegated authority from the Kirk Session and will meet with the post holder at least twice annually to provide support, guidance and operational counsel. In addition, it is hoped that the post holder seeks support from other church counselling centre directors.

Liaison: The Kirk Session member of the supervisory board or the post holder's line manager will be responsible for reporting on counselling service matters to the Kirk Session and if appropriate the post holder can also provide updates to the Kirk Session.

The Church's mission and values:

It is a requirement of the post to believe in, actively promote and work in accordance with the church's mission and values as per our church mission statement:

"To be a Christ centred Church based on prayer and the word of God which, relying on the guidance of the Holy Spirit, it is a welcoming caring fellowship committed to meaningful worship, teaching and active outreach"

Place of work: property rented for Soul Restore Counselling Service and Church Office when appropriate.

Hours: 16 per week comprising 4 hours a week client counselling. Working hours to be agreed will normally be between Monday and Friday.

Period of Employment: Initially for a term of three years with a probation period of 6 months and a formal evaluation at the end of the first year.

Remuneration: The salary payable is £10,000 per annum based on 16 hours a week (for 11 months a year). Salary will be subject to annual review.

Please submit a CV and covering letter to minister@standrewsleckie.co.uk . The closing date for applications is 24th February, 2020 and the interview date is 27th February.