

<b>Person specification</b> <b>Counselling Service Manager (Children/Young People)</b>		
Criteria	Essential	Desirable
<b>Qualifications</b>		
Min. Diploma level qualification (or working towards) Counselling/Art/Drama Music Therapy	E	
Additional Training in therapeutic work with C&YP		D
Registered with a professional body (i.e. BACP/ACC)	E	
Recent child protection/safeguarding training.		D
<b>Skills/competencies</b>		
Ability to establish and maintain effective communication with clients, parents and external organisations.	E	
Ability to provide one to one counselling/therapy to children and young people.		D
Ability to implement and maintain systems for monitoring and evaluating work, including statistical analysis.	E	
Ability to manage own workload and use initiative.	E	
Exceptional organisation, planning and administration skills including using Microsoft Office programmes without assistance from others. Including excel.	E	
Self-motivated, punctual, tenacious, reliable and able to maintain confidentiality.	E	
Excellent written and spoken (face to face and phone) communication skills.	E	

Ability and experience of working flexibly in a small team and building strong relationships with colleagues.	E	
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<p><b>Experience</b></p> <p>Experience working with families and/or children and young people.</p> <p>Experience of managing a team, including conducting 1:1 line management, team meetings and interviews.</p> <p>Experience in assessing safeguarding concerns for adults and young people and the ability to act on these in accordance with relevant safeguarding procedures.</p> <p>Experience in carrying out assessments including assessing a client's suitability for therapy.</p> <p>Experience in assessing and allocating clients within a team of practitioners.</p> <p>Experience of developing a project.</p> <p>Experience of working in a counselling/ therapeutic environment and maintaining confidentiality within an organisation.</p>	<p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>E</p> <p>D</p>	
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<p><b>Personal qualities</b></p> <p>Sympathetic to / sharing the Christian ethos and vision of Wellspring.</p>	E	
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