

Contents

Section	Page
Role profile	2
Person specification	4
GOR definition	6
Working at Lifecentre	8
The recruitment process	8
Further information about Lifecentre	9
Key facts and figures	10

Role Profile: Lifecentre Clinical Lead

Job Title	Lifecentre Clinical Lead
Hours	20 hours per week, exclusive of face-to-face client time.
Pay	£32,175 - £36,556 pro rata Hourly rate of £16.50 - £19 an hour
Main location	Chichester Lifecentre also has an office in Worthing and staff who work in Crawley. There are meetings across West Sussex so the post holder will need to be willing to travel.
Reports to	Lifecentre Chief Executive Officer
Responsible for	Lifecentre clinical staff
Purpose	Reporting to the Chief Executive Officer (CEO), to be responsible for the delivery of Lifecentre's clinical services, managing and supporting the clinical staff and supervisors. Ensuring Lifecentre policies and procedures are adhered to, kept up to date and uphold the best interests of our clients and mission as a charity.
Key external contacts	Sussex sexual assault referral centre (SARC) Local safeguarding children board Police Drug and alcohol team (DAAT) Change grow live (CGL)
Key internal contacts	Area leads* Helpline supervisor Clinical staff CEO Client support officers

*Area leads support the Clinical Lead in delivering a professional and ethical counselling service by ensuring the welfare of the counsellors reporting to them and being the first point of contact for clinical advice and enquiries.

Key responsibilities	Key elements
Clinical oversight	<p>Provide leadership and support to the clinical team and helpline volunteers, in collaboration with the area leads and helpline supervisor.</p> <p>Support the area leads and helpline supervisor in the delivery of their roles. Provide the area leads and helpline supervisor guidance on clinical and team issues.</p> <p>Provide assurance to the Chief Executive on the quality of the clinical services.</p> <p>Make sure, using CORE and other tools, the quality of clinical outcomes is evaluated and monitored and informs improvement plans. Develop counsellors' and area leads use of CORE if required.</p> <p>Ensure the quality of provision to clients and the care of counsellors by regular meetings with supervisors and reviewing their annual</p>

	<p>reports on the clinical work of the counsellors.</p> <p>Ensure the clinical staff actively support the Christian values of the organisation, maintaining the practice of offering prayer to clients and listening to God.</p> <p>Assist the Chief Executive Officer in revising, updating and writing of new clinical policies and codes of practice to ensure all team members are working to necessary ethical and legal standards.</p> <p>Act as the designated safeguarding lead for Lifecentre, promoting a positive culture of safeguarding children, young people and adults. This includes ensuring that the charity adheres to local and national guidelines for safeguarding and ensuring that safeguarding issues are appropriately dealt with. It also includes making sure all Lifecentre staff have a good understanding of the safeguarding policy.</p> <p>Support the CEO in planning and conducting monthly team meetings, supporting the maintaining and development of Lifecentre's team.</p> <p>Deal with any complaints in regards clinical services, liaising with the CEO as necessary.</p> <p>Oversee and supervise any student placements Lifecentre decides to offer and offer any other supervision as required.</p> <p>Manage own case load of more complex clients.</p> <p>Continue to develop Lifecentre services to meet client need.</p>
<p>Training and development</p>	<p>Design, deliver and/or arrange continuous professional development (CPD) days to continue to ensure a well-skilled team of counsellors.</p> <p>Ensuring annual appraisals are conducted on all counsellors and taking personal responsibility for providing regular appraisals to the area leads and helpline supervisor, providing feedback and encouraging personal development.</p> <p>Attend helpline supervision at least three times per year, providing training/clinical input if necessary.</p> <p>Ensure all counsellors have the appropriate training, experience and specialist knowledge required to see Lifecentre clients, such as working to safeguarding and pre-trial therapy policy.</p> <p>Identify the need for training and development in partner agencies, i.e. police and local safeguarding children boards and deliver training as required.</p>
<p>Referrals and initial assessments</p>	<p>Assess the appropriateness of referrals to Lifecentre and when further information from other professionals is required. Advise client support officers on client/counsellor match.</p> <p>Maintain an effective initial assessment process, in line with best</p>

	<p>practice. Supporting the practice of counsellors delivering initial assessments and make improvements as necessary.</p> <p>Monitor with office staff the timeliness of our response to referral in line with our defined timescales and take any action to remedy as necessary.</p>
Recruitment and HR	<p>Maintain and develop the counselling teams in line with clinical need. Take a lead role in the recruitment of new counsellors.</p> <p>Develop and oversee the clinical induction of new counsellors.</p> <p>Oversee resolution of any HR or contractual issues arising from the clinical team, in collaboration with the Chief Executive.</p>
Partnership working	<p>Work alongside the Chief Executive Officer to represent Lifecentre and promote awareness of the issues facing survivors of sexual trauma at key clinical forums and with stakeholders.</p> <p>Ensure effective partnership working within professional forums and facilitate Lifecentre becoming part of the developing scene of commissioned services.</p> <p>Develop, maintain and monitor clear referral pathways and information sharing protocols with key partner agencies.</p>
General	<p>Other activities as required from time to time to ensure the effectiveness of Lifecentre clinical services.</p>

Person Specification

	Essential	Desirable
Education and experience	<p>Counsellor accredited with the British Association of Counselling and Psychology (BACP) or United Kingdom Council for Psychology (UKCP)</p> <p>Clinical experience, including working with trauma and complex mental health issues.</p> <p>Extensive experience in building good working relationships with partner agencies.</p> <p>Extensive experience of safeguarding children and vulnerable adults.</p> <p>Experience of leading teams of counselling practitioners including providing clinical support, reviewing performance and developing the team.</p> <p>A track record of training other professionals and partner organisations.</p>	<p>Ideally chartered with the British Psychological Society (BPS)</p> <p>Ideally trained in working with sexual trauma.</p>

	<p>Experience of managing their own caseload whilst managing the team.</p> <p>Experience in assessing suitability for counselling.</p> <p>Experience of using measurement tools such as CORE.</p> <p>Experience in recruitment of therapists and/or counsellors.</p>	
Knowledge	<p>Demonstrating knowledge of safeguarding issues for both children and adults.</p> <p>The impact of grooming, power and control.</p> <p>The impact of trauma both short and long term.</p> <p>Common mental health issues and how these apply to the potential engagement of clients with Lifecentre.</p>	<p>Both adult and under 18 counselling.</p> <p>knowledge of pre-trial therapy</p>
Skills and attributes	<p>Fully committed to the charity sector with an empathy for, and understanding of, the challenges facing those who have experienced sexual abuse and violence.</p> <p>A consultative management style with a flair for team building and development. Open to input from other staff and volunteers.</p> <p>The ability to motivate and inspire a diverse range of staff in delivering a complex range of services and many of whom work with very difficult and sensitive material.</p> <p>A good communicator, both written and verbal, with the ability to build strong relationships and collaboration with all stakeholders.</p> <p>Strong professional/clinical judgement.</p> <p>Skill in holding boundaries effectively.</p> <p>A committed and mature Christian who is an active part of a church community.</p> <p>Good decision-making skills.</p> <p>Analytical thinking skills and the ability to see the bigger picture.</p>	

	<p>Competence in managing own caseload.</p> <p>Able to provide a safe space for both clients and counsellors.</p> <p>Skills of self-reflection and self-awareness</p>	
--	---	--

GOR (Genuine Occupational Requirement) definition jobs – faith requirement

As a charity with a Christian Foundation, Lifecentre aligns itself with a Christian faith that upholds the intrinsic dignity of all people, their human rights and the importance of treating all people with respect, hope and value, irrespective of gender, sexuality, race, religion, disability or any other aspect of their special identity. We offer services on a non-discriminatory basis. Service users come from all faiths and none. They will always be respected for their personal faith preferences, including the preference to have no faith.

However, Lifecentre does make a faith requirement of certain GOR definition jobs within the charity for its staff and volunteers. Where there is a genuine occupational requirement of faith (GOR posts) for certain roles within the charity, we are inclusive of all Christian denominations, Catholic and Protestant, who acknowledge:

“God’s revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures and, in obedience to God’s will and the power of the Holy Spirit, commit themselves to proclaim the Gospel by common witness and service in the world.”

This statement of faith was originally taken from the ‘Churches Together in Great Britain and Northern Ireland’ Statement of Faith and therefore Lifecentre would acknowledge all expressions of Christian faith that would fall within the broad remit of the national ecumenical body of ‘Churches Together’.

Specifically:

1. We believe that the Christian dimension of Lifecentre’s work require individuals in certain posts who themselves subscribe to and are seeking to live their own lives in accordance with Lifecentre’s Statement of Faith.
2. Prayer is one of the services Lifecentre offers to clients, recognising that abuse can have spiritual as well as physical, emotional, relational and psychological consequences. This is offered to adult clients and to parents of children and young people to talk through what is wanted/appropriate for their child. Children will only be offered prayer if their parents request this and the child also then wants it.

It is a requirement of individuals holding Lifecentre posts which offer therapeutic or other one to one services to be able to provide Christian prayer on the request of the client as above.

3. For these reasons, Lifecentre makes a genuine occupational requirement (GOR) status for all Lifecentre paid employees and volunteers having face to face or

telephone contact with members of the public in a therapeutic or supportive role. This includes:

- a) all qualified counsellors/therapists who meet members of the public on behalf of Lifecentre, on a contractual basis for face to face counselling.
- b) helpline team members

People appointed to these posts within Lifecentre are required to be subscribing to and seeking to live their own lives in accordance with the Statement of Faith, in order to uphold the Christian values and ethos of the Charity, to demonstrate a practical outworking of the Statement of Faith and to be able to provide Christian prayer on the request of the client.

4. It is a requirement that all trustees/directors of the Charity also subscribe to and are seeking to live their own lives in accordance with the Statement of Faith.

Non - GOR Jobs at Lifecentre

Lifecentre does not make a faith requirement of all jobs within the organisation. Instead, people appointed to non - GOR jobs are required to work in a way that is actively sympathetic, respectful of and supportive towards the Christian values and work of the Charity and the role of prayer within the organisation. They should be comfortable and congruent with being able to participate in Christian prayer for client and other team members' needs, seeking to be inclusive to all styles of church background represented, as this is part of the ethos of the charity.

- a) They include all volunteers and paid employees of Lifecentre working in support roles to the therapeutic services offered by Lifecentre.
- b) This includes fundraisers, counselling supervisors, office staff and cleaners.

GOR (Genuine Occupational Requirement) Definition jobs-female workers

Lifecentre specialises in counselling survivors of rape and sexual violation, whether this has been a recent incident or historical. We are open to survivors of all genders, adults and children, regardless of race, colour, nationality or ethnic origin, gender, disability, sexual orientation, educational status or religion. We offer both face-to-face counselling, with professionally trained counsellors, to survivors of all ages and their supporters, whether these be close family members or friends, or partners of survivors affected relationally by sexual violation.

Therefore, having regard to the nature and context of the work, the Occupational Requirement under Schedule 9 (part 1) of the Equality Act 2010 applies. It is an occupational requirement within the charity for its clinical lead and counsellor posts to be restricted to women. This is due to the nature of the role and clients generally requiring female counsellors. Lifecentre is an equal opportunities employer.

Working at Lifecentre

Hours of work at Lifecentre:

20 hours per week.

Any clinical hours will be agreed with the CEO and undertaken based on clinical need. Clinical hours will be paid at the counsellor's hourly rate of £27 an hour.

Our Chichester office is open from 08.30 to 15.30 but counsellors do work outside of these hours. The helpline operates in the evenings.

Holiday entitlement:

25 days per year pro rata plus public holidays.

Contract:

Permanent

Probation period for all appointments:

Subject to satisfactory completion of the first six-months of employment.

Where we are located:

Lifecentre has offices in Chichester, Worthing and Crawley with Chichester as the primary base. This role will be based in Chichester, with some flexibility to attending meetings as required. Therefore, a full driving UK licence is required.

Other:

Terms and conditions of service: The appointee is expected to observe Lifecentre's agreed policies and procedures and to work within the definition of its Trust. Specifically, the Clinical Lead will work within Sussex child and vulnerable adults safeguarding procedures and in close liaison with social services, the police and other relevant agencies.

All appointees must comply with Lifecentre's safer recruiting policy which includes self-disclosure forms, references and a disclosure and barring service (DBS) check obtained by Lifecentre.

In line with general data protection regulation (GDPR) legislation 2018, it is the responsibility of this post to ensure that all computerised and written personal information relating to Lifecentre's clients, staff or volunteers to which he/she has access, is regarded as strictly confidential. Lifecentre maintains confidentiality within the service, subject to its confidentiality policy.

There is a commitment from Lifecentre for this contract of services to be reviewed annually.

The recruitment process

To apply, email or post:

- Your CV
- Completed application form which includes a section on how you meet the person specification

To:

Kim Gomes (Operations Manager)

Clinical Lead job pack - 2020

Lifecentre
PO Box 58
Chichester
West Sussex
PO19 8UD

OR

opsmanager@lifecentre.uk.com

Closing date for application:

11 March 2020 at 17.00 hours

Interviews will be held:

30 March 2020

If you have any queries about this role please email Kim Gomes at

opsmanager@lifecentre.uk.com

Further information about Lifecentre

The charity was started in 2001 by a group of local church members who were moved to action by the lack of specialist services for rape and sexual abuse survivors in the whole of West Sussex. Lifecentre is a regional charity. Lifecentre is committed to helping people take steps of recovery so their past does not have to define their future being.

What we do

We provide therapeutic services for people who have been raped and/or sexually abused. We work with all ages and genders. Our youngest client has been two and our oldest 80.

This support includes:

- face-to-counselling services
- play therapy for those under 10 years of age
- national free telephone and text helplines
- pre and post-trial therapy
- counselling for supporters of rape and sexual abuse.

How we work

Team working is crucial to us at Lifecentre. In view of the work that we do, we strive to care for one another and help one another where possible.

The counsellors' work integratively using a client led model for the trauma therapy they deliver. We operate a time limited model of 18 sessions with some small flexibility around that.

The counsellors will contribute to fundraising bids wherever they can, as do the operations team.

Key Facts and Figures

Governance

A board of trustees governs Lifecentre, which is responsible for ensuring that the charity is well managed and abides by its charitable aims. The trustees support the work of our Chief Executive, who is responsible for managing the organisation, supported by our senior staff team.

Income and expenditure

Lifecentre has a turnover of under £500,000.

Staff, counsellors and volunteers

Lifecentre currently employs 6 people who work out of our office bases in Chichester and Worthing. We do not have our own premises in Crawley so have no administration support there. A team of 18 (currently) qualified counsellors and play therapists deliver the core work of the charity on a self-employed basis. There is also a large team (30+) of highly trained volunteers who deliver the helpline services. They have to attend and pass an 85-contact hour training course to be allowed to work on the helplines.

Our values & vision

Our passion is to see people freed from the trauma of sexual abuse. Our strapline expresses this well: *Unlocking the past, surviving the present and reclaiming the future.*

We see dignity in every human being and want to help them, in some small way, to become all that they can be.