



## Clinical Lead

### **Job Description and Person Specification**

The Maya Centre is a well-established centre providing psychodynamic counselling for women in North London.

Based in Islington, we have 16 part-time clinical staff working for us, plus students and supervisors, with a number of same language skills and a community development worker. We are developing video based counselling, and extending our community development work in addition to our core services.

We are currently looking at how to arrange our clinical management to support further development of the Centre's work in long term. We are therefore offering a part time opportunity to work closely with the Director in managing and developing the clinical aspects of our service.

This post is open to female applicants only as being female is deemed to be a genuine occupational requirement under Schedule 9, Paragraph 1 of the Equality Act 2010.

### **Hours**

The hours will be 21 hours per week. When the hours are worked will be negotiable but should be taken during centre opening hours on Monday, Tuesday, Thursday or Friday. Some flexibility will be required to ensure that all part-time staff working on different days can be supervised.

### **Pay**

The pay will be £34,340 pro rata (£20,604 for 21 hours).

### **Job Description – Overall Purpose of the Role**

This role reports to the Director, and provides clinical leadership and management for all the therapeutic and clinical services provided through the Centre. It includes taking the lead on clinical governance, monitoring and evaluation, quality development and professional accountability.

The post holder will also support the Director to provide leadership and taking initiative within the organisation including strategic planning, line management of staff, and the associated aspects of finance, human resources, networking and reporting to the Board of Trustees. She will deputise for the Director in her absence.

### **Job Description – Key Responsibilities**

- Lead for the Centre on the clinical aspects of strategic planning and organisational management, in liaison with trustees through the Clinical Governance Group, and reporting to the Trustees as required by the Director
- Set and agree clinical aspects of policy with the trustees and deliver on agreed objectives
- Oversee the intake and assessment process
- Supervise the work of all the centre’s clinical staff including volunteers
- Ensure that concerns about safeguarding, client risk and complaints are investigated and managed as appropriate
- Provide regular clinical management information across all services, including progress on development plans, as required for routine performance management and external funders
- Develop client involvement and feedback into the organisation
- Support the development of new services in response to client needs, emerging evidence, and available funding
- Oversee all projects and support the counsellors who work on these projects and their supervisors
- Carry out any duties consistent with the efficient and effective management of the organisation as may be required

### **Person Specification**

<b>Essential Skills</b>	<b>Desirable Skills</b>
<ul style="list-style-type: none"><li>• Senior clinical experience within a small organisation, department or unit</li><li>• Experience of undertaking and oversight of assessment and intake</li><li>• Successful experience in line-managing clinical staff, including the use of performance management tools</li><li>• Successful experience of managing and developing clinical administrative and monitoring systems</li><li>• A psychodynamic background/training</li><li>• Accreditation with the BACP or similar appropriate body</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of the CORE outcome measures database</li><li>• Experience of financial management/funding arrangements</li><li>• Understanding of issues relating to poverty and deprivation and the links between these and women’s mental health</li></ul>

<ul style="list-style-type: none"><li>• Possession of a strategic outlook</li><li>• Excellent verbal and written communication skills</li><li>• A consultative approach to managing an organisation</li><li>• Commitment to the principles of equality and diversity</li></ul>	
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**To apply for this post please send us a CV that demonstrates how you meet the person specification in the job description. Email your CV to [Tahera@mayacentre.org.uk](mailto:Tahera@mayacentre.org.uk)**

**The closing date for applications is 15<sup>th</sup> February 2019**

**Interviews will take place 26<sup>th</sup> February 2019**