



Head of Sevenoaks Counselling Person Specification

Criteria	Essential	Desirable
Qualifications	<p>BACP or UKCP Accreditation</p> <p>Qualification in supervision</p> <p>Diploma level qualification</p>	<p>Degree or Masters qualification in Counselling</p> <p>Qualification in working with couples</p>
Skills and Competencies	<p>Strong interpersonal and communication skills</p> <p>Ability to communicate effectively in public and in private with a range of people in formal and informal settings</p> <p>Ability to work with and be sympathetic to therapists, counsellors and volunteers from different models of working and professional backgrounds</p> <p>Ability to cope with stressful interpersonal situations while maintaining a high degree of professionalism</p> <p>Good organisational skills, including balancing caseload, allocating clients, collecting data, filing systems and general time management</p> <p>Good IT skills, including word processing, spreadsheets, presentation making, email and internet</p> <p>Confidence in giving presentations</p> <p>Willingness to develop policies</p>	

	<p>Solid clinical and theoretical knowledge of a variety of models of counselling</p> <p>Knowledge of a wide range of therapeutic and counselling strategies</p> <p>Knowledge of BACP Ethical Framework and policies</p>	
Previous Experience Required	<p>At least 5 years experience as an accredited counsellor</p> <p>Experience of working with a wide range of presenting issues</p> <p>Evidence of regular supervised practice</p> <p>Experience of delivering supervision</p> <p>Experience of delivering presentations</p> <p>Management experience</p>	<p>Experience of delivering group work</p> <p>Experience of working with couples</p> <p>Experience of working in the voluntary sector</p> <p>Experience of working with volunteers</p> <p>Experience of staff and volunteer recruitment</p> <p>Experience of policy development</p>
Special Attributes	<p>Ability to work flexibly and use his or her own initiative</p> <p>Passion for the service and serving the community</p> <p>Motivation towards personal and professional development</p> <p>Motivation towards developing services</p>	
Personal Qualities	<p>Ability to lead a team of therapists balancing individual ways of working with the aim of the service</p> <p>An Occupational Requirement exists for the post-holder to be a Christian in accordance with the Equality Act 2010</p>	