

THE HARBOUR – JOB DESCRIPTION

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| JOB DESCRIPTION | Chief Executive |
| REPORTING TO | Trustee Board |
| RESPONSIBLE FOR | Overall management of counselling service |
| HOURS | Circa 28 hours per week |
| SALARY LEVEL | Circa £32,000 pro rata |
| TERM OF APPOINTMENT | Permanent |

Purpose

To lead and manage a psychodynamic counselling service, for people affected by life-threatening physical illness. This includes providing the management, planning, income generation, and clinical direction for the service, responsible to the Trustee Board. This post will develop and deliver the organisation's business plan in accordance with the governing document, legal and regulatory guidelines, and in conjunction with the Board.

Main Responsibilities/Key Job Outcomes

1. To provide leadership and management support for the clinical and administrative staff.
2. To provide clinical leadership, and ensure the clinical staff are well supported to provide a high quality clinical service.
3. To create appropriate policy and procedures, and ensure they are implemented and monitored.
4. To negotiate and monitor with the statutory sector the Service Level Agreements, and make provision for any changes.
5. To ensure that the service is fully funded, by implementing a range of methods of income generation (statutory, trusts/foundations, individual donations, corporate support, events and trading).

6. To develop the organisation's strategy, and to create, implement and report against a Business Plan.
7. To lead on the preparation of the Annual Report and Annual Review and ensure these and any other statutory returns are submitted in good time.
8. To provide budgetary control and forward financial planning for the service, ensuring the financial stability of the organisation. To hold overall responsibility for the day to day financial affairs of The Harbour.
9. To be the lead advocate for the organisation, representing The Harbour at functions and meetings as required to raise awareness of The Harbour, always safeguarding the good name and values of the organisation.
10. To forge contacts, networks and partnerships for The Harbour, with a view to attracting referrals, securing funding, and influencing local service development.
11. Ensuring that The Harbour is run in accordance with the decisions of the Trustee Board and the governing documents, and that Trustee Board decisions are acted upon.
12. Act as a channel of communication between the Trustee Board and staff.
13. To undertake such other duties as agreed from time to time by the trustees.

Person Specification

This is a specialist service providing psychodynamic psychotherapy, and counselling to people affected by life-threatening and terminal illness. It will require of the post holder sensitivity and awareness of the work, and its impact on staff within the organisation. This has to be balanced with managing the organisation through a time of financial constraint and great changes in the healthcare sector.

We are seeking a person who will have commitment to the organisation and its approach, who can think strategically and creatively, work effectively as a member of a team, and who has excellent communication and interpersonal skills.

In particular we wish to appoint a candidate who can evidence the following:

Essential:

- Experience of management/leadership
- Awareness of, and commitment to, the specialist psychotherapy and counselling service provided by the organisation

- Excellent communication and advocacy skills – written, oral and presentational
- Ability to chair meetings, prepare reports, facilitate decision making and manage contested issues
- Ability to raise the profile and broaden the reach of the organisation to a range of audiences
- Ability to establish business plans, prepare budgets and present accounts
- A self motivator with the capacity to work on own initiative as well as being part of a team
- The ability to manage own time and to prioritise work effectively
- Office IT skills

Desirable:

- Experience of psychodynamic psychotherapy or counselling, and/or training in counselling/psychotherapy
- Experience of managing a third sector or healthcare service
- Knowledge of commissioning
- Experience / knowledge of fundraising
- Ability to write reports and project plans
- Understanding of monitoring / evaluation / measuring outcomes