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## Therapeutic Parenting Support Manager Job Description

**RESPONSIBLE TO:** Choices Director

**RESPONSIBLE FOR:** Volunteers (Trainee Counsellors on placement)

**PART-TIME:** 2 – 2.5 days (16-20 hours)/ week

**SALARY:** £30,444 pa pro rata

**LOCATION:** from Choices' office (N1 1DN) and flexibly from home.

**SAFEGUARDING:** Appointment will be subject to a satisfactory enhanced DBS check and references

This is an exciting opportunity for a qualified and caring counsellor to make a real difference in the lives of mums who might be marginalised and vulnerable, and/or struggling with their mental health during the perinatal period - through pregnancy and beyond. Choices is looking for a confident and experienced project manager and people-person to join us at a key time as Choices seeks to grow its therapeutic support for parents. The role involves running an already established befriending service and attachment-theory based parenting courses. It also includes setting up a new counselling service for women facing perinatal anxiety and depression. It is a clinical role that will include assessing and seeing clients, and will also eventually involve recruiting, training and managing trainee counsellors on placement seeing clients.

### About Choices:

Choices is a high-impact charity offering practical and therapeutic support to women in London facing pregnancy crises, while parenting, and following pregnancy loss. Choices is a faith-based charity operating with a Christian ethos that is committed to providing compassionate and constructive, non-directive support.

Choices creates a warm and supportive working environment; we recognise that our staff are our most valuable asset and we aim to support each other and our own professional development. We offer 25 days holiday pro rata, as well as bank holidays, and one week of office closure over Christmas.

### **Background:**

Choices began 20 years ago, offering support to people facing an unplanned pregnancy. As we grew, so did the support we offer both for women (and partners) who struggle post-termination and also for parents who are struggling emotionally and financially.

Choices developed a befriending service offering weekly one to one support for parents through listening and encouragement. We run a baby clothes and equipment bank called Choices Boutique and three times a year, we facilitate a parenting course called Circle of Security Parenting.

Over the last year, through our experience of supporting women facing unplanned pregnancies, we have noticed the need for parents to be supported when struggling with mild to moderate mental health concerns during the perinatal period. Therefore, we have piloted offering low-cost counselling to some pregnant clients (and their partners) on issues such as anxiety, depression, relationship difficulties, attachment struggles and maternal ambivalence as well as previous birth trauma. This support has been well received and we are now ready to develop this service as an established part of what we offer at Choices.

This is where this exciting role comes in: we are seeking a Therapeutic Parenting Support Manager who can develop this counselling service as well as manage our befriending service and Circle of Security parenting courses. We are looking for someone who is passionate about our vision and about supporting parents, who will bring to the role spiritual maturity, excellent managerial skills and an empathic approach to relating to vulnerable women.

## **JOB DESCRIPTION FOR THERAPEUTIC PARENTING SUPPORT MANAGER**

As the Therapeutic Parenting Support Manager, you will have responsibility for the delivery and development of therapeutic support to parents across London (starting within the north London boroughs we currently serve). This includes working alongside the Director to set up a new parenting counselling service and running the already established befriending service. Along with other members of the Management Team, you will also be partly responsible for the delivery of unplanned pregnancy sessions as required. This is an exciting role for a trained counsellor who is passionate about supporting women in pregnancy, and new parents. Choices is a faith-based organisation and requires key staff to be committed Christians, able to subscribe to the organisation's Christian ethos and values. We are looking for someone to join our friendly and supportive team who has the capacity to be flexible and innovative in the changing circumstances of a small but growing charity.

The Therapeutic Parenting Support Manager has the following specific responsibilities:

### **Specific responsibilities:**

#### **1. Counselling support for parents**

##### **1.1 Clients**

- Respond to applications/enquiries for parenting counselling
- Assess applicants for counselling and allocate clients to appropriate counsellors and manage the client waiting list
- Manage a client caseload

Unplanned Pregnancy clients:

- Support the team in seeing crisis pregnancy/unplanned pregnancy clients as and when the need arises

### **1.2 Volunteer Counsellors**

- Recruit, train and manage trainee or trained counsellors who volunteer in this service
- Ensure supervision support is in place for all counsellors

### **1.3 Standards**

- Keep up to date on all Choices' policies relating to the low-cost counselling project and contribute to other related policies (e.g. safeguarding, confidentiality, data protection)
- Maintain best practice in all Choices' counselling, in accordance with BACP guidelines and the BACP ethical framework

### **1.4 Referrers**

- Liaise with partners who refer clients to the service
- Publicise the service with potential referrers
- Manage referrals from other Choices services

## **2. Befriending Support**

### **2.1 Clients**

- Be responsible for the overall process of One-to-One Befriending including signposting and supporting clients with specific needs e.g. housing, budgeting, child care

### **2.2 Volunteer Befrienders**

- Recruit, train and manage volunteers within the befriending project
- Run in-house befriending training throughout the year (already developed)
- Provide supervision to all befriending volunteers to ensure quality of the service

### **2.3 Standards**

- Keep up to date on all Choices' policies relating to the Befriending project and contribute to other parenting related policies (e.g. safeguarding, confidentiality, data protection)
- Maintain best practice in Choices' Befriending service

### **2.4. Referrals**

- Liaise with partners who refer clients to the service (including statutory referrers and churches)
- Manage referrals from other Choices services, particularly from the Unplanned Pregnancy service and from the Boutique (baby clothes and equipment) project

## **3. Circle of Security Course**

- Alongside another local charity, and in partnership with local churches/other community partners support the running of three Circle Of Security courses each year

## **4. Other**

### **4.1 Reports and Evaluations**

- Ensure that client data and project evaluations are kept up to date in our database (Salesforce)

- Provide evaluation reports and updates for the annual report/reporting for grant funding

#### **4.2 Budget**

- Manage and oversee the budget for the Therapeutic Parenting support project

#### **4.3 Safeguarding**

- Act as the deputy designated safeguarding officer for Choices
- Deliver training for staff and volunteers alongside the lead safeguarding officer

#### **PLEASE NOTE:**

**This job description gives a broad overview of the types of responsibilities but is subject to change in discussion with the Executive Director/Trustees based on needs/demands in the work of Choices.**

**In order to safeguard Choices' Christian culture and ethos and in keeping with the Equality Act 2010 (Schedule 9 Para 3) Choices' Trustees have applied an occupational requirement to this role whereby the post holder will be committed to upholding and modelling Choices' Christian ethos.**

#### **PERSON SPECIFICATION**

##### **Essential**

- A trained and qualified Counsellor and a member of a recognised national counselling organisation (e.g. BACP, NCS, UKCP)
- A committed Christian
- Experience in project management or equivalent, preferably in the charity sector
- Experience of management (volunteers)
- An open and collaborative style of leadership, with strong interpersonal skills
- Empathic approach toward working with vulnerable women
- Experience of working with different stakeholders
- Understanding of the issues facing the client group and a commitment to support them
- Competent computer and database skills
- Ability to be organised and prioritise time
- Knowledge of safeguarding i.e. child protection and adults at risk
- Excellent communication skills

##### **Desirable**

- Experience of managing a counselling project
- Experience of supporting parents and in particular, working with women in the perinatal period.
- Experience of monitoring and evaluation
- Experience/ability to run group training
- Experience/ability to run therapeutic groups.
- Experience in completing assessments with counselling clients

**The closing date for applying is midday on the 29th June. Applications are via CV and a covering letter (max 2 A4 pages) outlining how your experience meets these requirements, sent to [info@choicesislinton.org](mailto:info@choicesislinton.org). Interviews will be held on the week beginning the 5<sup>th</sup> July. Please give details of two referees on your CV. One of them must be a (senior) leader (lay or ordained) at your church who knows you well.**