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Job title:	Clinical Manager	Responsible to:	Chair of Trustees
Hours:	Full time 37.5 hours per week (negotiable), or job share		
Contract:	Permanent		
Salary:	£40,000 to £42,000 pro rata dependent on experience		

### About Share

Share Psychotherapy is one of the city's major mental health charities. Established over 40 years ago, we offer medium to longer-term psychotherapy at nominal fees to people on low incomes. We deliver high quality medium to long term psychotherapy through a range of psychodynamic and creative therapies and modalities. Around 80% of our clients have annual incomes of less than £12k. We therefore work at the vital intersection of psychological distress and poverty in the city. We are working on an exciting development plan that will inform our business planning over the next 3 years and the post holder will have the opportunity to contribute & shape Share's future and strategic direction.

### The role

The Clinical Manager, as a skilled and experienced psychotherapist, provides the overall clinical leadership in line with Share's values, policies and protocols. They are responsible for leading clinical service development and clinical governance including risk management, safeguarding and safe practice. This includes managing the clinical work of all qualified and trainee volunteer therapists in close coordination with our Senior Therapist, Associate Therapists and Administration/Management staff.

The Clinical Manager is responsible for the management of daily activity and performance, as well as work collaboratively with colleagues and the board on specific projects such as user engagement and fundraising initiatives.

The Clinical Manager reports directly to the Chair of the Board and contributes to the strategic development and business planning of Share by actively participating in Board meetings and working closely with trustees to steer the overall strategy and policies of Share.

The Clinical Manager engages externally with other organisations and professionals across the mental health sector in Sheffield and with Further Education providers across our region developing positive relationships and contributing to the wider strategic mental health debates.

Closing Date : 23rd April

Interviews: From 26th April

## Job description

### **Clinical Governance**

- Leads safeguarding and risk management ensuring safe practice for all clinical activity in Share. This includes assessing, managing and recording of the clinical risk of clients as individuals and as a group.
- Ensures that psychotherapy at Share is carried out within agreed professional and ethical standards, and that Therapists undertake regular clinical supervision and mandatory training.
- Undertakes regular clinical and service audits in response to Share's needs and to wider requirements set by the NHS and other bodies.
- Maintains up-to-date knowledge of psychotherapy practice and procedures as set by UKCP, BACP and other organisations, and provides advice to the Board on Share's current and potential position in relation to them.
- Ensures high quality therapy provision by systematically seeking, recording, analysing and reporting feedback from clients about their experience of therapy, to demonstrate both qualitative and quantitative outcomes.
- Ensures all clinical policies and procedures are up to date, reviewed annually and implemented.

### **Clinical Practice**

- Responsible for the screening and assessment of referrals for psychotherapy, and for the allocation of clients to individual therapists, taking account of the needs of the client and the clinical modality, experience and skills of the therapist.
- Delivers psychotherapy for clients with more complex needs, in balance with other responsibilities.
- Holds clinical responsibility for clients who are seen by trainee and volunteer therapists and who are being supervised by the postholder, the Senior Therapist and Associate Therapists.
- Utilises evidence-based literature and research to support practice both as an individual practitioner and when training/supervising others.
- Keeps the service provided by Share under active review with regards to the quality and scope of services provided and recommends changes to the service and respective policies and processes.

### **Clinical Supervision**

- Manages Senior Therapist & Associate Therapists or any other staff under direct management. This includes regular one to ones, objective setting, appraisals and support for their learning and development.
- Ensures effective supervision of all Associate, Volunteer and Trainee therapists through group supervision and one to ones.
- Oversees specific projects such as psycho-educational workshop groups.

### **Clinical training and development**

- Responsible for the recruitment, induction and development of Senior Therapists & Associates and Volunteer Therapists and liaising with training providers to ensure trainee volunteers are recruited and supported throughout their stay with Share. This includes engaging with Education Providers and completing placement reports.
- Ensures, through a developmental approach, that the skills, knowledge and experience brought by staff and volunteers are up-to-date, appropriate and used effectively to the benefit of clients, the individual and the organisation.
- Takes responsibility for the planning and provision of development and training for Clinical Staff, Associates and Volunteer Therapists. This includes planning, teaching and leading CPD events designed to develop psychotherapeutic skills and thinking that underpin effective practice.

## Strategic Leadership

- Keeps abreast of developments in the mental health sector in Sheffield and beyond and actively contributes to the strategic development of Share (a new strategy will be developed for the period 2024 – 2027).
- Responsible for the clinical strategy and ensures it is implemented across the organisation by all staff and volunteers.
- Works closely with Therapists to develop and maintain user engagement activities.
- Works with Therapists and Trustees to lead annual business planning and informs fundraising plans and proposals.
- Works with Therapists and Administrative staff to deliver an efficient and effective service to our clients by managing the waiting list and reducing waiting times for therapy.
- Ensures collection and analysis of clinical data to demonstrate the impact of our work, the outcome for clients and the valued added of our therapeutic intervention.

## Other Qualities & Attributes

- Clear commitment to developing the service and the skills of all staff and volunteers
- Leader and role model for therapists and staff.
- Effective communication internally and with external stakeholders.
- Represents Share externally at events, network meetings and discussions with funders and partners.
- Takes part in exercising a duty of care for Share's premises, equipment and personnel, taking account of relevant legislation.
- Possesses IT skills necessary to work in the modern office environment.
- As Share develops, the Clinical Manager will undertake other responsibilities that fall within the remit of the role, as determined by the Board.

## Professional Development

- Undertakes an appropriate level of professional psychotherapy development as recommended by professional bodies and as agreed with the Board, keeping up-to-date with developments in the field of psychotherapy.
- Undertakes professional mentoring /supervision providing through an external arrangement.
- Involved in research and contributes to academic papers as service needs allow.

## Person Specification

We are committed at Share to providing a quality service to all our clients and volunteers. However, we know no one person ever meets all criteria fully. Therefore, please help us understand - through your CV and cover letter - which aspects you fully meet and have expertise in, which you meet partially, and which you think may need require support and on-the-job learning.

<b>Qualifications</b>
Current registration with UKCP, HCPC, NCPS or BACP
Qualification in supervision skills
<b>Experience and knowledge</b>
Considerable post qualification experience of psychotherapy
Knowledge and in-depth understanding of a range of therapeutic approaches
Experience of managing staff
Experience in assessing clients and in the use of tools such as CORE

Experience of providing regular clinical and professional supervision and appraisals
Experience of managing risk & safeguarding
Knowledge of relevant policies e.g. adult & child safeguarding, data protection
Knowledge of systems of quality assurance and experience of obtaining and using client feedback
Experience of conducting service and clinical audits
Experience of designing and delivering training and CPD events
Experience of providing therapy in a variety of settings and forms other than one to one e.g. to groups, families
Experience of financial management including making funding applications
Understanding of the third sector
<b>Skills</b>
Excellent communicator at all levels; able to represent Share and communicate its values and standards including working with colleagues in similar therapeutic organisations in the statutory and third sectors and in other broader based networks
Team leadership and team working skills including managing other staff and/or volunteers on a day-to-day basis
Ability to manage & organise own time, caseload & professional development
Competence in using IT to perform the role effectively
Research skills and experience

## The Application Process

We are committed to equality of opportunity for all staff, students and volunteers developing a workforce that reflects the diversity of Sheffield. Therefore, we value applications from as wide a range as possible of ethnic, cultural, and social backgrounds.

We are also committed to the professional development of all our staff. If you do not meet all criteria, we are open to supporting candidates to develop their skills and knowledge to undertake the role. However, certain experience and qualifications are non-negotiable.

We are open to candidates applying for a job-share.

If you have questions and would like an informal conversation, please contact Lynn Keirs or Astrid Walker Bourne:  
[lynn.keirs@sharepsychotherapy.org](mailto:lynn.keirs@sharepsychotherapy.org)                      [astrid.walkerbourne@sharepsychotherapy.org](mailto:astrid.walkerbourne@sharepsychotherapy.org)

Your CV and cover letter should explain how you meet the criteria specified and why you want to join our team and should be returned to [office@sharepsychotherapy.org](mailto:office@sharepsychotherapy.org). The deadline for applications is the 23rd April & we plan to commence interviews 26th April.