

## **ROWAN Head of Counselling Opportunity**

Rowan Consultancy enables people to lead more satisfying lives, by working in partnership with them to increase self-awareness, knowledge and skills - benefitting individuals, relationships, teams, workplaces and society. We support personal and organisational growth through a holistic range of services including counselling, psychotherapy, coaching, mediation, supervision and facilitation.

We are currently recruiting a Head of Counselling who will lead and develop Rowan's counselling practice and operations. You will contribute to the overall strategic direction, leadership and expansion of Rowan's services.

To be successful in this role you will have counselling/psychotherapy and leadership experience. You will be a creative thinker who is able to promote and nurture Rowan's values of Integrity, Development and Creativity. You will thrive on supporting our counsellors and office managers and providing leadership to challenge and develop our clinical practice. You will have the opportunity to extend the role to inform customers about our services and their benefits, should you wish.

An accredited counsellor or psychotherapist, you will have experience of delivering through your team and be a team player yourself. You will enjoy building, supporting and developing the talent in our team to continue to deliver services and outcomes for the communities we serve.

This is an opportunity for someone who can communicate well at all levels and is able to provide hands-on support and leadership to our counsellors and office managers, whilst thinking on a strategic level and balancing the needs of our customers and clients.

Rowan Consultancy, established in 1997, is a family business and one of Scotland's most successful personal and organisational development specialists. Rowan provides the following services throughout Scotland:

- Counselling and psychotherapy to self-funded individuals, couples, young people and families
- Employee counselling services for corporate customers
- Training in leadership and inter-personal skills for individuals and organisations
- Supervision and consultation
- Workplace mediation and facilitation
- Coaching for individuals and teams

### **Rowan Culture**

Rowan culture is: ethical, environmentally friendly, organic, democratic, familial, fair-trade, flexible, open and honest. Rowan culture has: sustainable growth, high-quality services and transparent high standards.

## **Job Description**

**Job Title:** Head of Counselling

**Responsible to:** Rachel Weiss, Senior Partner

**Location:** Perth

**Hours:** 18 hours per week including Wednesdays and Fridays, with optional extension of 3 hours per week Business Development

**Salary:** up to £31,000 full-time equivalent p.a. plus profit-share bonus

### **Purpose of role**

To ensure the smooth running of Rowan's counselling services, upholding our high standards

### **Flexibility and Possible Extension of Post**

Ideally we want you to have previous experience of running a similar service; however we will consider applicants who demonstrate transferable skills.

We are keen to find the right person, who will fit in with our culture and ethos. There is the possibility of extending the Head of Counselling post from 18 hours to 21 hours to include business development: growing the whole Rowan business, including all services, not just counselling.

### **Organisational structure**

Rowan is a family-run partnership. The Senior Partner is responsible for the day-to-day running of the business and is also Head of Training, Coaching and Mediation. There are four part-time employees: two office managers, a finance administrator and the Head of Counselling. We have about 50 self-employed counsellors working for us on a sessional basis throughout the UK.

### **Main duties and responsibilities for Head of Counselling**

#### **a) Operational**

- i) Case-managing all Rowan counsellors, being their first point of contact and line manager;
- ii) Recruiting new counsellors;
- iii) Ensuring procedures and policies are effectively implemented, maintained and developed;
- iv) Ensuring quality assurance and evaluation of counselling services;
- v) Maintaining COSCA Recognition standards;
- vi) Counselling 2 clients per week initially, to experience our systems
- vii) ;
- viii) Maintaining existing corporate contracts e.g. producing reports, requesting extra counselling sessions.

#### **b) Strategic**

- i) Advising the Senior Partner on how best to develop our services to meet market need;
- ii) Keeping up to date with developments in the counselling and field, especially workplace counselling;

**Main responsibilities for Business Development (optional addition to the Head of Counselling post)**

- i) Presenting annual reports to our corporate counselling customers; providing material for promoting the employee counselling service internally; promoting Rowan’s complementary services to them;
- ii) Gaining new organisational customers for all Rowan’s services: currently counselling, coaching, mediation, facilitation and training;
- iii) Identifying new types of services which Rowan could provide, in keeping with our mission, and for which there is market demand;
- iv) Assisting Office Manager and Senior Partner in marketing Rowan’s counselling services.

This job description is a general outline of the duties and responsibilities which may be subject to amendment as Rowan itself develops. The post-holder may be required to undertake other duties as may reasonably be required from time to time.

**Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>		
People Management	√	
Planning	√	
Strategic Thinking	√	
Creativity	√	
Customer service and development	√	
Marketing		√
Negotiation	√	
Competency in using Excel and Word, or willingness to acquire this in first 6 months	√	
<b>Experience</b>		
Clinical case management		√
Dealing with child protection issues		√
Working in a commercial environment		√
EAP work	√	
People management	√	
Service management		√
<b>Knowledge</b>		
Child Protection issues	√	
Corporate EAP sector issues	√	
Children and Young People counselling	√	
Family issues	√	
HR issues	√	
Organisational dynamics	√	
<b>Qualifications and Training</b>		
Diploma in Counselling or Psychotherapy	√	
Child protection training		√
Accreditation as a counsellor or psychotherapist	√	
Management qualification or training		√
Supervision qualification, or an undertaking to acquire this in first 18 months in post	√	

Due to the nature of this role, the successful applicant will need to have a clean driving licence and access to use of a car.

### **Accessibility**

Unfortunately our office premises are up several flights of stairs with no lift, and thus not accessible to all.

### **How to Apply**

Please provide:

- a statement in support of your application
- details of two referees (name, position, organisation, telephone and email address), whom we may contact before interview
- your CV
- details of any complaints upheld against you

Email the above to [rowan@rowan-consultancy.co.uk](mailto:rowan@rowan-consultancy.co.uk) by 12 noon on September 12<sup>th</sup> 2016.

Interviews will take place at Rowan on the afternoon of Thursday September 22<sup>nd</sup>. When the post is offered, it will be subject to confirmation that you are eligible to stay and work in the UK, satisfactory references and documentation, and PVG clearance.

If you have any queries about this exciting opportunity, please contact Rachel Weiss, Senior Partner, on 01738 562005 or [Rachel.Weiss@rowan-consultancy.co.uk](mailto:Rachel.Weiss@rowan-consultancy.co.uk) to discuss further.

Rowan is an equal opportunities employer, as much as is reasonably possible for us. We welcome diversity in our workforce and rejoice in our differences, whilst adhering to our shared values and aims.