

Job Description	Groupwork Manager
Reporting To:	Head of Talking Therapies
Responsible For:	Group workers/therapists (employed or self-employed), group therapy volunteers/trainees. <i>There is currently only 1 part time staff member who will report to the Groupwork manager, but following recruitment we would anticipate a further 2 part time staff/self-employed team members as well as 2-4 volunteers/trainees.</i>
Hours:	0.8FTE (equivalent of 30 hours or 4 days per week)
Salary:	£42,445 pro rata (£33956 Actual salary) within Grade 5 salary scale.
Application Process:	Deadline for applications – Thursday 7 th February 9am by email to counselling@wimbledonguild.co.uk Interview date – Friday 15 th February Start date – as soon as possible, by April 2019

Overview and purpose of role	<p>The Groupwork manager will have responsibility for the day to day operational delivery of all Groupwork within the overall Talking Therapies department. The post holder will oversee the ongoing emotional support groups (Continuity of concern, Embrace Age and Life After Loss) and develop new groups such as Arts therapies, subject to funding, if appropriate and in line with our vision. We currently have a group psychotherapist who facilitates two slow-open long-term psychotherapy groups a week too, who reports directly to the Head of Talking Therapies.</p> <p>Talking Therapies work predominantly psychodynamically offering mainly long-term psychotherapy, therefore the emotional support groups complement our current offer. The post holder will hold a caseload of groupwork and clinical supervision for the post holder will be provided externally.</p>
-------------------------------------	---

Key Responsibilities	Key Elements/Tasks
Client Responsibilities	<ol style="list-style-type: none"> 1. To take responsibility to manage referrals, allocations and waiting list for all Groupwork 2. To ensure the group work is implemented and adapted to meet client needs so that it meets its objectives effectively 3. To coordinate initial assessments including risk assessments, regarding suitability for groupwork 4. To make sure client records are kept up to date and oversee the administration related to the groupwork 5. To monitor and evaluate the quality of the service offered to clients 6. To work closely with Head of Talking Therapies (HoTT), relating to all safeguarding concerns 7. To carry a case load by facilitating emotional support groups (equivalent of around one day per week) 8. To ensure that the Groupwork meets the diverse needs of clients

Department Responsibilities	<ol style="list-style-type: none"> 1. To oversee the recruitment process for new members of the team including self-employed, employed contractors and trainees/volunteers. 2. To induct, line manage and coordinate any team members who may be involved in delivering the Groupwork programme 3. To liaise with Office Manager who has responsibility to support the internal work e.g. client communication and database updates. 4. To network with and publicise the service externally 5. To monitor, evaluate and prepare reports on the services, maintaining records and statistics as required. 6. To respond to any queries or complaints relating to the Groupwork Programme 7. To keep up to date with new training and initiatives pertinent to the running of Groupwork 8. To work closely with the Head of Talking Therapies on developing new initiatives and strategy for Groupwork within the overall department. 9. To attend department meetings and awaydays and contribute to the overall team and department development.
Management responsibilities	<ol style="list-style-type: none"> 1. To provide line management to the team members as appropriate 2. To ensure that all team members receive good quality clinical supervision.
Financial responsibilities	<ol style="list-style-type: none"> 1. To be mindful of and to adhere to the financial policies. 2. Regularly monitor income and expenditure for Groupwork and contribute to the annual budget process.
Organisational responsibilities	<ol style="list-style-type: none"> 1. To work within the Wimbledon Guild's Equal Opportunities Policy and ensure that its principles are actively incorporated into the planning, delivery and monitoring of services. 2. To attend Wimbledon Guild meetings and training as required, maintaining and improving skill and professional knowledge. 3. To be aware of and to work as part of the Wimbledon Guild as a whole. 4. To undertake other duties in line with the needs of the service as directed by the Head of Talking Therapies. 5. To work flexibly and outside normal office hours as dictated by the needs of the service [Time off in lieu can be claimed].
Risk management responsibilities	<ol style="list-style-type: none"> 1. To work to and uphold the policies and procedures of the Wimbledon Guild. 2. To work in compliance with Health and Safety Legislation, the policies on Hygiene, moving and Handling, Safeguarding, Risk Assessment etc, and where appropriate assist in the development and reviewing of essential policies and procedures. 3. To uphold the confidentiality policy of the Wimbledon Guild and balance the need for confidentiality against the safety of the wider community and the clients themselves. 4. To monitor client safety from assessment onwards, being mindful of the risk of suicide or severe mental illness and having systems in place to intervene if the service reaches its limits of competence. 5. To monitor the safety of team members, in relation to potential risk from clients. 6. To advise the Head of Talking Therapies, or another senior manager, of any concern which may possibly adversely affect the Wimbledon Guild.

Person Specification	Groupwork Manager	
Qualifications, Experience, Skills, Values and Behaviours Required		
	Essential	Desirable
Qualifications and Experience	<ol style="list-style-type: none"> 1. Suitable candidates must have group therapy training – we will accept the following options <ul style="list-style-type: none"> • Group Psychotherapy or Group Analytic therapy training – completed minimum three years of training and continuing in training to gain UKCP reg. • Minimum two-year postgraduate individual counselling or psychotherapy qualification (equivalent to PG diploma or Masters) PLUS minimum one-year training in group therapy (psychodynamic approach) • Art Psychotherapy, Music Psychotherapy or Dramatherapy Postgraduate training with additional one-year group therapy (psychodynamic approach) • Clinical Psychology or Counselling Psychologist training at Masters /PhD level PLUS minimum one-year training in group therapy (psychodynamic approach) 2. Appropriate Therapy registration of an approved body such as BACP, BPS, BPC, UKCP, HCPC, BAAT, BAMT, BADTH. 3. Undergraduate qualification in related subject such as social work, psychology etc. 4. Evidence of regular and ongoing CPD activities related to group work 	<ul style="list-style-type: none"> • Clinical Supervision training • Training in Safeguarding
Knowledge, skills and experience	<ol style="list-style-type: none"> 1. Minimum five years post-qualification experience as a therapist 2. Extensive experience facilitating a variety of types of therapy groups (both formal therapy groups and emotional support groups) 3. Significant experience in setting up and delivering new groups in a variety of settings. 4. Experience of conducting assessments including risk assessments 5. Experience of working with a variety of adult clients, 	<ul style="list-style-type: none"> • Working understanding of the voluntary sector • Knowledge of and training in other therapeutic modalities • Training in management skills

	<p>including those with more complex mental health presentations</p> <ol style="list-style-type: none"> 6. Experience of delivering clinical supervision 7. Minimum one-year experience of using management skills whether in employed or voluntary capacity 8. Experience of personal therapy 9. Experience of working within a psychodynamic model as a therapist 10. Able to work within and maintain well-defined professional boundaries. 11. Have good communication and presentation skills and the capacity to work flexibly and collaboratively with a variety of stakeholders 12. Be highly organised and able to prioritise with good problem-solving skills. 13. Have good IT skills, including a working knowledge of all aspects of Microsoft office. 14. A commitment to self-enquiry and curiosity, with a high degree of self-awareness. 15. Awareness of and sensitivity to issues of power, diversity and cultural difference. 16. Be able work flexibly to meet the needs of the service. 	<ul style="list-style-type: none"> • Experience of delivering training
--	--	---