



## **Cambridgeshire Consultancy in Counselling (Registered charity 1181861)**

Cambridgeshire

£40,000 - £45,000 - Full time Equivalent (2.5 days per week)

permanent, part-time

### **Director**

- Head of paid personnel
- based in Cambridgeshire
- part-time (2.5 days/week initially but subject to review after 12 months)
- flexible working policies and practices.

### **About the organisation**

Cambridgeshire Consultancy in Counselling (CCC) is a long established charity with a fine track record, both operationally and financially. Our business model is to provide high quality counselling to corporate clients at full cost, generating a surplus to pay for low-cost (and high quality) counselling for private individuals who can't afford the full cost. Last year every 3 full-cost counselling sessions paid for 2 low-cost sessions.

We have been steadily growing for the last 40 years but over that time the environment in which we operate has changed dramatically, and we have not always kept pace with the changes. CCC has governance reforms under way already, but to complete our transition to a modern, 21<sup>st</sup> century charity we wish to appoint our first ever Director.

### **The difference we make - direct quotes from recent CCC client feedback forms:**

(This is what CCC is all about, and what you will be supporting.)

*My counsellor helped me to endure what was probably the most stressful time in my professional career. I cannot thank her enough.*

*I felt at ease enough to discuss some sensitive and difficult subjects and feel that I now have a greater insight into my ability to cope with various situations and make the necessary changes where possible.*

*My counsellor was great in helping me with my difficult circumstances. I have learnt a lot about myself which I will take away and have a different outlook in the future.*

### **Job description**

#### **Job summary**

Reporting directly to Cambridgeshire Consultancy in Counselling's Trustees, the Director provides leadership and has overall responsibility for the delivery of the charity's goals for service delivery, administration and financial management. You

will co-ordinate the work of a team of specialists in developing our long-term strategy, budgets and business plans and ensuring compliance with relevant laws and regulations. You will play a key role in motivating and engaging volunteers, staff and partners.

## **Key tasks**

### Planning

- Prepare a strategic plan and work closely with the Hon. Treasurer and Finance personnel to produce an annual budget for approval by the board of trustees
- Set milestones and targets for all aspects of the charity's operations

### Delivering

- Support the development and delivery of the organisation's strategic and business plans
- Coordinate the work of the paid personnel
- Operate within the annual budget and ensure management policies are compliant with legislation
- Ensure the organisation fulfils its legal, statutory and regulatory responsibilities
- Continuously improve operational management systems, processes and best practices

### Monitoring

- Work with the Trustees to manage an annual cycle of monitoring of operational activity, regulatory compliance and fulfilment of charitable purpose
- Maintain awareness of risks and changes in the external environment that affect the organisation
- Prepare and maintain risk register
- Establish mechanisms for listening to the views of beneficiaries on the charity's performance

### Managing resources

- Establish and monitor key indicators of the organisation's performance, impact and financial health
- Provide management information reports on performance against plan and budget

### Managing people and relationships

- Work closely with the Chair of the Trustees, building a strong working relationship, and building an effective working relationship with all the other trustees
- Establish an internal communications framework that provides a coherent means of co-ordinating CCC activities
- Ensure all CCC personnel are focused on achieving its mission and aims

- Recruit contractors, employees and volunteers
- Review all training requirements
- Attend trustee meetings, general meetings of the charity and, as required, Branch meetings.

Undertake such other duties as may lie within the scope of this post to ensure the effective delivery and development of the charity's services.

## **Person specification**

### Essential

- Experience of working in or with the voluntary sector (professionally or as a volunteer)
- An interest in, and commitment, to CCC's work and charitable aims
- Experience of developing and implementing strategic planning
- Senior management experience
- A collaborative approach to management, consulting and engaging stakeholders in strategic planning
- Experience of setting budgets and financial reporting to trustees
- Ability to plan, manage, and monitor expenditure against budgets
- Experience of recruitment of staff and volunteers
- Good IT skills including use of MS Office
- Excellent communication and interpersonal skills including presentation skills and the ability to build positive relationships with a range of stakeholders
- The ability to be flexible and respond to the needs of the organisation
- A commitment to equal opportunities and safeguarding vulnerable adults and children
- Driving licence.

### Desirable

- Educated to degree level or equivalent clinical or professional qualification
- Experience of mental health sector
- Knowledge of counselling and of the requirements of being a BACP member organisation
- Experience of managing contractors.

## **How to apply**

If, having read this far you wish to apply we would be delighted to hear from you. Please complete the application form and return to [chair@cambridgeshirecounselling.org.uk](mailto:chair@cambridgeshirecounselling.org.uk)

**Closing date: 1<sup>st</sup> May 2019**

**Interview date: 8<sup>th</sup> May 2019**

***CCC is an equal opportunities employer and we welcome applicants from diverse backgrounds. Because we work with people at vulnerable points in their lives CCC requires all its personnel to have an up to date Enhanced DBS Certificate. We will assist the successful candidate in obtaining a certificate if need be.***