

Connect Counselling Service
Chief Executive Officer (24 hours p/w)
Starting Salary £35,000 (FTE)

JOB DESCRIPTION

Connect is a professional counselling service serving the community of north-west Surrey, north-east Hampshire and southern Berkshire. The CEO would be accountable to the Trustees for the leadership, strategic development and management of Connect as a safe, professional and accessible face-to-face and remote Christian counselling service.

Service Administration

- Oversee the work of the Counselling Team Manager and the Office Manager.
- Prepare an annual Business Plan.
- Work with the Trustees to prepare a 5-year strategic development plan.
- Act as Clerk to the Trustees.
- Oversee the work of the Treasurer and liaise over preparation of the budget.
- Develop the communication strategy with the local Christian community, including regular newsletters and prayer letters.
- Develop the communication strategy with local mental health agencies and primary care.
- Act as website manager.

Service Delivery

- Lead the recruitment and induction of counsellors and volunteers.
- Ensure adherence to safeguarding procedures.
- Ensure that client and team complaints are investigated in a timely and appropriate manner.
- Lead the fundraising team.

Service Monitoring and Evaluation

- Monitor the effectiveness and quality of the counselling offered.
- Ensure that record-keeping systems are in line with data protection requirements.
- Work with the Counselling Team Manager to ensure policies and protocols adhere to BACP guidelines for continuing accreditation.
- Encourage, lead and inspire others.