

CLINICAL DIRECTOR ROLE DESCRIPTION

Job title:	Clinical Director
Reports to:	Chief Executive
Accountable to:	Chief Executive and Board of Trustees
Hours:	21-25 hours worked over the week (for discussion/negotiation)
Base:	Blue Smile office (currently in central Cambridge)
Salary:	£38,000 - £43,000 (full-time rate)

Blue Smile's mission is to improve the mental wellbeing and prospects of Cambridgeshire children through expert arts-based therapies. The charity has well over 60 clinical workers in teams and as individuals in schools in Cambridgeshire giving vital therapy and mentoring to emotionally-troubled children. The small central office of currently 11 people supplies vital support in clinical management and administration, communication and fundraising for our work, and overall management of the charity as it works towards our vision of a world where happier children have brighter futures.

Overall purpose of the job

- To provide leadership on all clinical matters and have overall clinical responsibility
- To manage the clinical service delivery in schools and ensure a high-quality service is provided
- To be the strategic clinical lead person for Blue Smile, with a good knowledge of the field, working closely with the CEO to develop the charity and its work
- To represent clinical teams and services at Board level and ensure clinical teams and services receive information on decisions and developments appropriately
- To manage the professional development of clinical practitioners and link with clinical placement bodies
- To ensure practice standards are maintained and all clinical policies and procedures followed and developed as needed
- To lead the clinical service with respect to safeguarding children
- To link up with other agencies to facilitate joint advocacy and effective working partnerships

Main duties and responsibilities

Maintain effective clinical oversight

- Report to the CEO for oversight and delivery of the clinical service, including clinical decision-making
- Review the Practice Standards and clinical policies at least annually, and in response to developments, to ensure ethical practice and high-quality service provision, in line with the charity's membership of BACP
- Ensure appropriate confidentiality regarding the sensitive personal and clinical data being processed to comply with Blue Smile's policies and GDPR requirements

- With the support of the volunteer Child Protection Consultant, have oversight of safeguarding matters to fulfil our important obligations in this area
- Support the Clinical and Ethics Group to monitor clinical issues and policies and to provide expert advice to the Board of Trustees

Oversee and develop the services in schools

- Plan and manage the clinical service in schools to maintain effective practice and high ethical standards
- Promote the Partner School Service and the Outreach School Service, including the menu of services, to new schools in the area, with the support of the Outreach Team Leadership, as required
- Arrange annual Service Level Agreement (SLA) meetings with Partner Schools and oversee SLA meetings in Outreach Schools
- Review the mix of therapeutic interventions provided in schools and pilot additional provision, as agreed by the CEO and Board, to develop the services to meet more needs
- Oversee the collection of service information and outcome measures by all school teams to ensure effective feedback for service delivery development and for internal/external communications
- Support the Research and Impact Assistant to review and develop suitable IT systems for data collection
- Support the Research and Impact Assistant to identify useful areas for research and ensure the outcome measures are in place to demonstrate our effectiveness and to inform development of the service
- Support the CEO in liaising with other voluntary sector organisations and explore the possibility of collaborative working to broaden our offer and reduce costs
- Represent the organisation in the clinical field (and, occasionally, in support of fundraising) in order to advocate effectively around our work
- Assist the Fundraising Department with any clinical information needed for writing applications and bids

Manage and develop practitioners

- Line manage the Outreach Leadership team and Partner School Team Leaders respectively
- With the support of the Outreach Service managers and the Clinical Services Administration Manager, recruit suitable clinical practitioners and maintain levels of selection criteria
- Recruit appropriately experienced and qualified supervisors and work with the Clinical Services Administration Manager to ensure sufficient delivery and attendance of supervision
- Maintain and build working links with training organisations to ensure continued high-quality students for placements
- Provide management supervision, appraisals and additional support to Outreach Leadership and Partner School Team Leaders as required to ensure continuing professional development, service development and good performance and work satisfaction
- Support the Outreach Leadership to provide supervision and appraisals, etc. to Outreach team
- Put together the annual training programme, recruit suitable facilitators and develop the Training Forum to increase opportunities for professional development within the clinical team
- Develop the LinkedIn facility to provide an internal newsletter and a forum for sharing good clinical practice

CLINICAL DIRECTOR PERSON SPECIFICATION

The Clinical Director needs to share the charity's passion and commitment to giving vulnerable and disadvantaged children the support they need to thrive and succeed. This requires clinical experience, with a desire to uphold strict ethical standards and a drive to ensure measureable positive impacts .

- A degree-level education and evidence of postgraduate study
- Accreditation to, or registration with, a relevant professional body; e.g. BACP, UKCP, BAAT, BPS
- A recognised masters-equivalent qualification in psychotherapy or therapy with children and young people
- A professional liability insurance policy holder

Experience

- Relevant previous or current employment in a clinical leadership or management role
- At least 5 years post-qualification experience as a practising counsellor or therapist working with children and young people
- Experience of direct work with vulnerable and disadvantaged children and young people
- Experience of providing supervision and delivering trainings and presentations to schools and agencies
- Ideally, some experience of working in a voluntary sector organisation, as well as with school systems and statutory agencies

Knowledge

- Knowledge of best practice in working with children and an ability to apply this and to keep up to date with research and developments
- Knowledge of relevant legislation and, particularly, safeguarding obligations

Skills

- Competency in working within an ethical framework and according to organisational guidelines and standards
- An ability to contribute to effective planning and to implement resulting activities effectively
- Good management skills, which includes an understanding of the unique pressures on clinical practitioners
- An ability to ensure the maintenance of confidential records and comprehensive outcome measures
- An ability to work under pressure, deal with a fast and varied workload, and prioritise activities
- Competent computer skills, including Word, Excel and, ideally, Dropbox

Personal qualities

- Very good interpersonal skills and the ability to work diplomatically and effectively as manager of a large clinical team
- An empathic and sensitive approach to any practitioner difficulties and grievances , whilst having an eye to the needs and requirements of the charity in its work

- Excellent communication skills, both written and oral, with an ability to motivate practitioners and deliver effective professional development
- Passionate about children's wellbeing and achieving results

Other

- Ability to travel as the role requires