

**Clinical Supervisor Role**

Contract: Self-employed

Hours: 2 hours every two weeks, on a Tuesday evening. Demand may mean more sessions are offered.

Working Arrangement: Hybrid online and in person

Salary: Approximately £55 per hour

**About Us**: Kingston Bereavement Support is a local charity, established in 1988, to support those who have been bereaved and are working, living, studying or registered with a GP in Kingston upon Thames. Adult clients are referred by a GP or a professional agency. They may have had a very recent bereavement or their loss may have occurred some years ago and they may feel stuck and unable to move forwards. We are organisational members of British Association for Counselling and Psychotherapy, and we work in accordance with their Ethical Framework.

**About the Role:** We are currently inviting applications for a Clinical Supervisor to join our supervision team. Kingston Bereavement Support provide free one-to-one counselling on a short-term basis to adults in the community who have been bereaved.

We are looking for a clinician who is experienced in bereavement work and passionate about supporting both qualified and trainee counsellors on placement. We would like someone who fosters reflective curiosity and can enable our counsellors to deliver interventions, within a short-term framework, that encourages the best outcomes for our clients.

We are currently looking for a supervisor who can run one fortnightly group of 2 hours on a Tuesday evening, preferably in an online/hybrid format. There may be scope to run additional groups in the future, depending on recruitment of counsellors.

All of our counsellors receive counselling every other week in groups of no more than 4 people. You will work as part of our supervision team to provide consistent, high-quality support to our volunteer counsellors allowing them to provide appropriate interventions across our diverse community.

We welcome applications from supervisors from any relational modality but as our service has a person-centred underpinning you must be able to facilitate our counsellors to work with this modality as a core part of their integration with us.

You will be supported by the Adult Service Coordinator and the Service Manager.

**Main Duties and Responsibilities**

1. To work within all policies and procedures of KBS, with particular reference to the Equality and Diversity Policy and the Safeguarding Adults Policy/ Safeguarding Children’s Policy.
2. To meet fortnightly for two hour small group supervision sessions with bereavement counsellors. To provide telephone consultation as and when required in between sessions.
3. To offer cover for the other supervisors in event of absences.
4. To maintain contact with the office staff and attend regular meetings with the Service Coordinator.
5. To monitor the effectiveness of the client/counsellor relationships and ethical standards to improve standards of practice, and develop individual counselling skills and understanding, all within the policies and procedures of Kingston Bereavement Support
6. To keep an ongoing register of attendance of supervisees and inform the Service Coordinator of any absences and any concerns about counsellors and/or clients.
7. To act as organisational link, giving and receiving requests and information as required by the office staff and /or the Trustee Board.
8. To provide reports on counsellors when requested by training colleges or staff of Kingston Bereavement Support.
9. To attend relevant CPD trainings as required to maintain safeguarding and provide competent support of our counsellors.
10. To take part in periodic evaluative processes.

**Minimum Requirements**

1. To be a qualified counsellor/psychotherapist with a minimum of 5 years post qualifying experience.
2. To have completed a relevant professional qualification in supervision.
3. Have experience of working in bereavement.
4. Be in ongoing practice as a counsellor/psychotherapist supervised at a minimum of 1.5 hours per month and have in place arrangements for consultative support for supervision work.
5. Be an Accredited BACP member or equivalent and thereby observe and implement the principles embodied in the BACP Ethical Framework for the Counselling Professions.
6. Be covered by professional indemnity insurance and provide certificate annually.

**We welcome applications from everyone regardless of age, gender, gender identity, gender expression, ethnicity, sexual orientation, faith or disability. We particularly encourage applications from global majority candidates and disabled candidates who are currently underrepresented within our organisation.**

Safeguarding the children, young people and adults we support is our top priority. We are committed to recruiting candidates who share this commitment to safeguarding, and we therefore apply robust recruitment and selection procedures to ensure all candidates are appropriate for the roles they apply for and are appropriately screened prior to appointment including DBS checks and social media background checks.

**To apply please email** [adultservice@kbscharity.org.uk](mailto:adultservice@kbscharity.org.uk) and we will send you a full job description and application form. This can also be downloaded from our website, [www.kingstonbereavementsupport.org.uk](http://www.kingstonbereavementsupport.org.uk/)

**The closing date is 23rd September and interviews will take place on 1st and 3rd October from 5pm**

**SUPERVISOR - Adult Service**

**Job Description**

Kingston Bereavement Support supports children, young people, adults and families who have been bereaved and are trying to come to terms with the impact that the death of someone close is having on their lives.

We have an adult service and a specialist children and young person's service called the Saying Goodbye Project. Our counselling is provided by a team of around 20 volunteers who have undertaken our compulsory, specialist training in bereavement counselling. We also provide bereavement awareness training to other organisations and professionals, including schools, voluntary groups, health and social care agencies, care homes, hospitals and local employers.

KBS is a registered Charitable Incorporated Organisation, charity number 1160983. We are also a Registered Provider (No. 8AE75) to GPs within Kingston Clinical Commissioning Group and an organisational member of Children England, the Childhood Bereavement Network and the British Association for Counselling and Psychotherapy, whose code of ethics we adhere to.

**The role of Supervisor**

Reports to: Service Manager and Service Coordinator

Responsible for: The provision of supervision to counsellors working within the Adult Service at Kingston Bereavement Support.

Main Purpose: Supporting counsellors’ work, professional development and to safeguard best practice in accordance with the BACP Ethical Framework for the Counselling Professions.

Hours: Two hours every two weeks.

**Main Duties and Responsibilities**

1. To work within all policies and procedures of KBS, with particular reference to the Equality and Diversity Policy and the Safeguarding Adults Policy/ Safeguarding Children’s Policy.

To meet fortnightly for two hour small group supervision sessions with bereavement counsellors. To provide telephone consultation as and when required in between sessions.

1. To maintain contact with the office staff and attend regular meetings with the Service Coordinator.
2. To monitor the effectiveness of the client/counsellor relationships and ethical standards to improve standards of practice, and develop individual counselling skills and understanding, all within the policies and procedures of Kingston Bereavement Support.
3. To ensure that all client work is signed off and to notify the Administrator on completion of counselling.
4. To keep an ongoing register of attendance of supervisees and inform the Service Coordinator of any absences and any concerns about counsellors and/or clients.
5. To act as organisational link, giving and receiving requests and information as required by the office staff and /or the Trustee Board.
6. To provide reports on counsellors when requested by training colleges or staff of Kingston Bereavement Support.
7. To attend relevant CPD trainings as required to maintain safeguarding and provide competent support of our counsellors.
8. To take part in periodic evaluative processes.

**Minimum Requirements**

1. To be a qualified counsellor/psychotherapist with a minimum of 5 years post qualifying experience.
2. To have completed a relevant professional qualification in supervision.
3. Have experience of working in bereavement.
4. Be in ongoing practice as a counsellor/psychotherapist supervised at a minimum of 1.5 hours per month and have in place arrangements for consultative support for supervision work.
5. Be an Accredited BACP member or equivalent and thereby observe and implement the principles embodied in the BACP Ethical Framework for the Counselling Professions.
6. Be covered by professional indemnity insurance and provide certificate annually.

**Equal Opportunities**

Kingston Bereavement Support has a strong commitment towards achieving an equal opportunities environment and expects all consultants to promote its policy in the workplace.

Signed:

Name:

Date: