

**Lead Art Psychotherapist and Therapy Co-ordinator**

**Job Pack**

***This post is restricted to women only as a genuine occupational requirement under Schedule 9 of the Equality Act 2010).***

**Hours and pay**

37 hours per week, Monday to Friday

£ 26,357.00 (based on skills and experience)

Fixed term contract January 2024 to 31st May 2025 (open to extending dependent on funding)

**Location**

Mothers for Mothers, New Fulford Family Centre, 237-239 Gate House Avenue, Bristol BS13 9AQ

The majority of the work will be at the Office base with location work in Bristol Children Centres. Some working from home may be agreed.

**Reporting to:** Chief Executive Officer

**Accountable to:** Board of Trustees

**Responsible For:** Provision and Co-ordination of the Art Psychotherapy and Counselling Service

**Main purpose of the role:**

* The post holder is responsible for ensuring the smooth co-ordination of our Art Psychotherapy and Counselling service
* Managing the therapies team inclusive of trainee and sessional therapist.
* Holding a clinical case load alongside the management of trainee and sessional worker case loads.
* Communicating and liaising with the internal staff team and external agencies and services.
* Delivering training sessions for the therapies team and aspects of the staff and volunteer induction.
* Offering management and group supervision to the therapies team.
* Co-ordinating supervision arrangements for the Staff team.

**Working with:**

* Clients and their children
* Mothers for Mothers staff
* Volunteers
* Trainee and Sessional Therapists
* Trustees
* Key external contacts and partners (including voluntary agencies and NHS services).

**About Mothers for Mothers**

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| Since 1981 Mothers for Mothers has supported families affected by Maternal mental illness across Bristol, South Gloucestershire and North Somerset. We offer support to women during pregnancy and until their youngest child attends school, from illness to wellness, through four arms of our support services: Reach helpline/support calls, Home Visiting, Art Psychotherapy and Counselling and Peer Support Groups. Our services are delivered by recovered women with lived experience. We aim to achieve the following outcomes for the women and families we work with: |
| • Improved confidence, resilience and relationships with children and family, leading to faster recovery.* Improving children’s emotional development by supporting mothers to be sensitive and responsive in their relationships with their children.
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| • Reduced social isolation and improved social and support networks. |
| • More awareness of PMH and the support available. |
| • Improved care and services for maternal mental illness.The first step to recovery is for women to recognise they are unwell and be prepared to talk about how they feel. However, half of new mothers’ mental health problems do not get picked up by a health professional, and 34% of women fear their baby will be taken away if they disclose their feelings. Around 3,000 women in the Bristol area suffer from moderate to more serious perinatal mental illness every year. |

**Job specification:**

**Principal Duties and Responsibilities**

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| The post holder is responsible for ensuring the smooth co-ordination and development of our Art Psychotherapy and Counselling service to include agreeing a standard operating procedure with the CEO. This includes service delivery duties:* Publicise the service across Bristol, North Somerset and South Gloucestershire.
* Liaise with other mental health service providers (such as GPs, midwives, health visitors, the specialist community perinatal mental health service, MALT team, MECSH team, PIMHS) within our system.
* Attend the Multi Agency Perinatal Consultation meeting. Taking referrals from the MfM team to this meeting. Offering appropriate information sharing where clients are shared across services. Contributing to discussions about client care pathways.
* Co-deliver the triage service alongside Home Visiting Co-ordinator.
* Co-ordinate and deliver therapeutic assessment with clients
* Managing the therapy/counselling waiting list
* Assign clients to appropriate modalities and appropriate therapist based on level of experience and competencies.
* Send out confirmation letters via email.
* Use the Views database, ensure and manage an effective booking system / waiting system with an appropriate record of clients contact details.
* Recruiting and interviewing, training and supervising, supporting trainee therapists to meet their professional development needs and expectations of their course.
* Where appropriate communicating with the trainee therapists educational setting.
* Recruiting, training and managing qualified sessional therapists.
* Contributing to training and support of the wider staff team and volunteers at Mothers for Mothers. To include delivering training on listening skills and note taking.
* Conduct regular monitoring to include collecting and collating data from evaluation forms. Prepare monthly reports on the Art Psychotherapy and Counselling service to the administrator and quarterly to the CEO and regular reports to project funders. (The National Lottery and the Family Hubs)
* Appropriate use of service evaluation questionnaires to ascertain what is working well and what requires improvement in the service.
* Locating and allocating external clinical supervisors for the staff team and trainee therapists.
* Work in close collaboration with Mothers for Mothers colleagues and the Board of Trustees in the development of this service to act in the best interests of Mothers for Mothers at all times.
* Attending regular staff training and staff meetings.
* Competent in use of appropriate technology and software.
* Effective and professional communication with clients and stakeholders.
* Providing updates for web base content, service information leaflets and for the wider Mothers for Mothers team.
* Identify potential sources of funding for the continuation of the service and complete funding applications in liaison with the Chief Executive Officer.
* Attend Mothers for Mothers PGM.
* Work within all Mothers for Mothers policies, such as Confidentiality, Safeguarding, and Appointing Clinical Supervision.
* Maintain a clear record of all donations to the counselling service and maintain expenditure records for use by the charity’s bookkeeper.
* On occasions providing ad hoc supervision to staff team.

Clinical Duties: * Demonstrate an ability to empathise, encourage and support women towards recovery/discovery.
* Making appropriate onward external referrals.
* Signpost other organisations that may be of benefit to clients.
* Support and be in regular contact with mothers and birthing people who may present as complex and/or have experienced trauma and may have intersecting needs.
* Setting up clinical work with appropriate use of outcome tools, formulations alongside the client.
* Making appropriate internal referrals to other Mothers for Mothers services to women at the close of therapeutic work to ensure wrap around care.
* Safeguarding in line with Mothers for Mothers policies and procedures.
* Offering/delivering appropriate therapeutic 1:1 and group interventions.
* Offering/delivering therapeutic interventions in person and online.
* Maintaining accurate clinical records of clients therapeutic interventions.
* Travel to various sites across Bristol to deliver parent and infant Art Psychotherapy Group.
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| * Help clients to understand what to expect from the service.
* Set up clinical work with appropriate use of outcome tools and formulations alongside the client. Application of theoretical and clinical understanding to the delivery of your work with individuals and group settings.

Professional Development to include:* Participate in monthly Clinical Supervision sessions.
* Patricipate in bi-monthly management supervision sessions.
* Attend training to develop relevant knowledge and skills as required and agreed with the CEO.
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| **Other General Responsibilities** |
|  | * Ensure the timely preparation of service information and reports as necessary; present information/reports to decision-making bodies as required and ensure necessary follow up action is taken to enable implementation of decision.
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|  | * Participate in project work, taking the lead as necessary.
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|  | * Represent the Chief Executive Officer at external meetings / events as required. When required, accompany the CEO to meetings with professionals and our collaborators to promote our services, raise awareness of and reduce stigma attached to Maternal Mental Health.
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|  | * Carry out any other reasonable duties within the overall function, commensurate with the duties of the post. This job description is a guide to the duties you will be expected to perform immediately on your appointment. It is not an exhaustive list, and such duties may be altered from time to time to meet changes in requirements. Any such changes will be discussed with the postholder prior to the changes being made.
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**Review of this Job Description:** This job description is intended as an outline indicator of general areas of activity and will be amended in the light of changing service needs. This job description is to be reviewed in conjunction with the post holder on an annual basis.

**Safeguarding:** At all times promote and maintain the safety of children by working according to the Mothers for Mother’s Safeguarding Policy and supporting guidance. Being pro-active and responsive to safeguarding concerns by early reporting, recording and referral of issues to the Safeguarding Lead. Attending safeguarding training that is appropriate to your role.

**Confidentiality:** The post holder will maintain appropriate confidentiality of information relating to the Mothers for Mother’s, individuals and client information. The post holder will be expected to comply with all aspects of the Data Protection Act.

**Equality & Diversity:** Mothers for Mother’s is committed to achieving equality of opportunity for all staff and for those who access our services. You must work in accordance with equal opportunity policies/procedures and promote the equality and diversity agenda of the organisation.

**Risk Management / Health and Safety:** Employees must be aware of the responsibilities placed on them under the Health & Safety at Work Act 1974, ensure that agreed safety procedures are carried out and maintain a safe environment for employees, patients and visitors. Mothers for Mothers operates a non-smoking policy at all venues and places of work.

**Records Management:** The post holder has responsibility for the timely and accurate creation, maintenance and storage of records about the service in accordance with Mothers for Mothers policy, including email documents and with regard to the Data Protection Act and any other relevant statutory requirements.

**Policies & Procedures:** Mothers for Mothers employees are expected to follow organisational policies and procedures. Copies of Mothers for Mothers policies can be accessed via the Administrator

**Person Specification**

Please ensure that you read the person specification carefully, as this will be used as part of the shortlisting and interview process.

Minimum required standard E = Essential, D = Desirable

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| **Training & Expertise** | **Essential** | **Desirable** |
| Good general education | X |  |
| Educated to Degree level or equivalent | X |  |
| HCPC accredited MA Art Psychotherapy qualification  | X |  |
| Listening Skills | X |  |
| Safeguarding | X |  |
| Experience of delivering in person and online therapy interventions | X |  |
| Qualification and/or experience in delivering dyadic art psychotherapy groups | X |  |
| **Experience** |  |  |
| Lived experience of Maternal Mental Illness  |  | X |
| Knowledge and understanding of perinatal/maternal mental illness. | X |  |
| Experience of working in the voluntary sector |  | X |
| Appropriate use of clinical supervision appropriately  | X |  |
| Liaising with Health Professionals and other Mental Health Services | X |  |
| Experience of selecting, motivating, training, supporting and supervising therapists |  | X |
| Experience of project planning or setting up a service. |  | X |
| **Skills** |  |  |
| Active Listening Skills | X |  |
| A non-judgemental Client Centred holistic approach to clients | X |  |
| Able to think clearly under pressure and tolerate uncertainty | X |  |
| Good understanding of boundaries: the limits of your capabilities and of what MFM can offer within the constraints of the service | X |  |
| Strong written, verbal communication and interpersonal skills | X |  |
| Administration, record keeping and IT skills proficient in all Microsoft packages including Word, Excel, PowerPoint, plus database and internet usage skills.  | X |  |
| Excellent time management skills. | X |  |
| Understanding and experience of using social media digital communication channels to maximise communications impact. You will have the ability to creating appealing posts and responding appropriately to engagement. |  | X |
| Ability to work alone and as part of a team | X |  |
| Ability to represent Mothers for Mothers externally.  | X |  |
| **Other Behaviour and Job Related Characteristics** |  |  |
| Understanding of discrimination within the mental health system  | X |  |
| Commitment to a woman-centred approach to services (which account for the impact of psycho-social / cultural issues)  | X |  |
| Willingness and ability to meet monitoring and evaluation requirements and report writing  | X |  |
| Understanding of and commitment to equality, valuing diversity and anti-discriminatory practice | X |  |
| Aware of duties and responsibilities within health and safety requirements  | X |  |
| Awareness and responsibilities within Safeguarding requirements | X |  |
| A professional, proactive, positive and enthusiastic approach with a strong work ethic and “can do” attitude. | X |  |
| Capable of handling challenging situations while maintaining a positive demeanour | X |  |
| Ability to work cooperatively with a broad range of individuals, inquisitive by nature with the ability to work across the services to ensure a joined up team approach. | X |  |
| Highly self-motivated and proactive, with strong time management, self-administration and organisational skills and the ability to meet deadlines | X |  |
| A proactive and flexible approach with the ability to work independently and act on initiative where appropriate | X |  |
| Able to exhibit excellent discretion and integrity and adhere to professional standards and confidentiality. | X |  |
| Exceptional attention to detail. | X |  |
| Willingness to work some evenings to meet the needs of the role as required. |  | X |
| An understanding of the barriers to women seeking support for perinatal mental illness and strategies to overcome these. | X |  |
| **Other Requirements** |  |  |
| Willingness to Travel and access to a vehicle with full driving licence | X |  |
| Commitment to supporting all aspects of our work, and in helping develop Mothers for Mothers.  | X |  |
| Willingness to complete other duties / a wide variety of support / management tasks if required. | X |  |

**Application Form**

**Personal details:**

Name:

Address:

Postcode:

Telephone:

Email:

DBS information

**Employment history:**

Current / most recent first

Include full time/ part time / voluntary positions, dates of employment, Job title and reason for leaving.

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Qualifications and Training:

Please list most recent first (including MfM training if you are currently a volunteer)

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**Please describe skills you can bring to this role (Please limit to less than 500 words)**

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**Supporting Statement: (Please limit to 500 words)**

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**References:**

Please give details of two people able to comment on your suitability for this post, preferably a current or past employer or a senior manager.

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| --- | --- | --- |
|  | Reference 1 | Reference 2 |
| Name |   |  |
| Job Title |  |  |
| Relationship to you |  |  |
| Address |  |  |
| Postcode |  |  |
| Telephone |  |  |
| Email |  |  |

I confirm that to the best of my knowledge all information in this application form is accurate and true

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return your application to maria.viner@mothersformothers.co.uk and chair@mothersformothers.co.uk

If we would like to invite you for an interview we will contact you and will ask any for any special requirements or reasonable adjustments to enable you to attend.