

Head of Therapy Services Job Description

Hours: 37.5 hours per week

Salary: £40,000 - £45,000

Location: Our Twickenham hub and home-based

Job Type: Permanent

About Us

Established in 2019, The Purple Elephant Project is a registered charity based in Greater London, which provides short and long-term therapy to children and young people. Using creative therapies such as Play and Art therapies, alongside a listening ear and understanding support to the child's family, we are dedicated to providing an individual approach to children's needs. We believe that every child has a right to be heard and are committed to transforming children's futures; helping them to overcome difficulties such as lack of confidence or self-esteem, bereavement, anxiety or more complex traumas and life events.

The Purple Elephant Project is a small but fast-growing organisation. We currently deliver therapy to c.130 - 150 children every week. Further information on our charity can be found at www.thepurpleelephantproject.org.

Safeguarding

The Purple Elephant Project is committed to safeguarding and promoting the welfare of children and young people and expects all staff, trustees and volunteers to share this commitment. Successful applicants will be required to apply for/have an Enhanced DBS check in line with the Government safer recruitment guidelines, provide references and complete safeguarding training, and will need to demonstrate a willingness to observe safeguarding procedures at all times.

Diversity and Inclusion

The Purple Elephant Project is committed to equal opportunities and antidiscrimination practices. We believe that everyone has the right to be treated with consideration and respect. The Purple Elephant Project is committed to achieving a truly inclusive environment for all, by developing better working relationships that release the full potential, creativity and productivity of each individual. We aim to ensure that all staff, volunteers, donors, partners, contractors, and the general public are treated fairly. This will be regardless of sex, sexual orientation, gender, marital or civil partnership status, ethnicity, disability, medical status, age, religion or belief, political opinion, social or economic status, or ex-offender status.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity No: 1186434

Job specification

Job Title:	Head of Therapy Services
Accountable to:	Chief Executive
Purpose of role:	To oversee and lead on the development, planning, resourcing, delivery and evaluation of clinical services for The Purple Elephant Project, ensuring delivery of consistent and high-quality therapeutic services.
Hours of work:	Monday – Friday 37.5 hrs per week Work flexible within a regular pattern by agreement with CEO as required to fulfil the requirements of role
Location:	Hybrid; At our Centre in Twickenham (TW2 7DE) and home-based. May also include some Outreach work in local area
Type of Contract:	Permanent, Full time
Salary:	£40,000 – £45,000 depending on level of experience
Holiday Entitlement:	28 days per annum, Inclusive of bank holidays.
Pension:	Auto Enrolment Workplace Pension Scheme



Job description - duties to include:

Therapeutic team Management

- Line manage the therapeutic team ensuring delivery of therapy services in line with PEP standards and strategic development plans
- Lead on recruitment and induction of appropriately qualified therapists to the team in line with safer recruitment practices
- Oversee student and trainee programmes acting as placement manager, completing interviews, inductions and mentoring
- Auditing and reporting on clinical records ensuring everything is recorded in line with PEP standards
- Complete outreach site visits, building links with partners, supporting the therapy team and completing quality assurance checks
- Review therapists written reports and advise on necessary amendments
- Ensure therapists are up to date with professional requirements (e.g governing body membership, insurance) and that they are receiving adequate supervision for their allocated caseload
- Create and oversee opportunities for Continuing Professional Development for the therapy team

Contract Management

- Be responsible for the planning, resourcing, delivery and evaluation of clinical services for The Purple Elephant Project
- Manage enquiries, referrals, waiting lists and case allocation to therapists
- Manage the production of contract proposals, Service level agreements and contractual arrangements for the delivery of clinical services, overseeing and monitoring those agreements when they are in place
- Oversee collection of impact and outcomes data for monitoring and evaluating the quality and effectiveness of therapy services at PEP.
- Produce reports on impact and outcome data to support CEO with reporting of impact and outcomes of clinical services for trustees and funders in a timely manner and in line with requirements
- Ensure closed cases are evaluated and all clinical records are accurate before archiving



General

- Act as Designated Safeguarding Lead, ensuring the Charity fulfils its safeguarding responsibilities according to PEP guidelines and policies. This may mean occasionally taking calls outside of office hours to ensure concerns are dealt with immediately, to ensure the safety of all parties involved
- Contribute as a member of SLT to the strategic development of therapy services within PEP
- Provide cover at our centre, as agreed with CEO, including opening and closing the building, providing a warm welcome to families visiting and supporting members of the therapy team.
- Promote PEP's clinical services as a representative and ambassador for the organisation, developing and maximising opportunities which will benefit the charity in line with strategic development
- Build, maintain and model good, effective working relationships with the staff in PEP, schools and other locations where services are delivered.

Additional duties

- Promote and represent PEP as required and act as an ambassador for our charity, working to support our ethos, mission and values
- Participate in Charity events
- Participate in meetings, staff meetings and CPD events as requested by Line manager
- Be willing to assist in cover arrangements during other staff absences/ holidays
- Any other duties as reasonably requested by the Line Manager

Professional Standards

- Maintain confidentiality, unless this compromises the safeguarding of children, young people or vulnerable adults
- Adhere to guidelines in PEP staff code of conduct and staff handbook
- Comply with PEP's statutory obligations, including all safeguarding policies and procedures
- Conform to the Health and Safety at Work Act 1974 and subsequent regulations to ensure personal safety and the safety of others who may be affected by your actions
- Value diversity and demonstrate a commitment to anti-discriminatory practice and in accordance with the Charity's policy



Head of Therapy Services Person Specification

Skills & Knowledge Required:

Essential	
	Experience in line-managing a team and demonstration of effective leadership skills
	An understanding of children, young people and mental health and therapy services
	Experience of managing clinical risk assessment
	Understanding of child and adult safeguarding procedures
	Ability to demonstrate sensitivity, understanding and empathy to the families who use our services
	Excellent interpersonal and listening skills and confident when speaking to people
	Excellent written communication and ability to produce accurate reports
	Ability to maintain high levels of confidentiality
	Ability to plan, prioritise and organise own workload
	Ability to work independently and as part of a team
	Ability to work flexibly to adapt work to support the changing needs of the charity
Desirable	
	An understanding of educational settings
	Ability to spot better ways of doing things and to offer positive and effective solutions

Other Requirements:

Essential	
	Demonstrable personal integrity, cultural awareness and commitment to equality, diversity and inclusion
	Satisfactory DBS check
	Permission to work in the UK
	Level 1 training and Awareness of safeguarding procedures with willingness to undertake level 3 training
	Willingness to work additional hours/ evenings if required
	Willingness to undertake additional training to develop skills if required
	Awareness of relevant health and safety legislation



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	Willingness to be flexible and to travel locally when needed for instance, site visits
Desirable	Car owner/possess driver's licence
	Competent in the use of a range of IT tools, including databases, email, Word and Excel, Zoom and MS teams

