

SAYING GOODBYE PROJECT COORDINATOR

Job Description

Kingston Bereavement Support

53-55 Canbury Park Road

Kingston

KT2 6LQ

Registered Charity No.1160983



Kingston Bereavement Support (KBS) is the only bereavement service in Kingston Upon Thames. We are a registered provider to local GPs and an organisational member of the Childhood Bereavement Network. We are organisational members of British Association for Counselling and Psychotherapy, and we work in accordance with their Ethical Framework.

The Saying Goodbye Project (SGP) is our children and young people's service. We help children, young people and families who are bereaved with 1:1 counselling support, advice and information.

We have close and long-standing relationships with local schools, children's services and other professional and voluntary sector organisations throughout the Borough, which enables us to reach the most disadvantaged and vulnerable young people who can benefit from the support we offer.

We are part of Kingston Children and Young People's Network, led by Kingston Voluntary Action. which looks at areas such as local statutory plans for children and young people, child safeguarding and best practice sharing. This provides excellent networking and partnership working opportunities with other local groups.

The role of Saying Goodbye Project Coordinator

We are looking for:

A committed and passionate person who can work as part of small team to provide a professional, effective, and quality service for children and young people who live, work or study or are registered with a GP in the borough of Kingston upon Thames.

Reports to: Service Manager and Board of Trustees

Hours: 10 - 14 hours per week (tbc)

Salary: FTE £38578

Role Summary:

To coordinate an age appropriate bereavement counselling and support service for children and young people who live, work study or who are registered with a GP in Kingston.

Key Responsibilities:

- The day-to-day delivery of the Children and Young People's Service (CYP) ensuring pathways are timely, efficient and well managed.
- To act as joint Safeguarding Lead for the CYP's Service.
- To manage risk and contribute to the development and implementation of clinical operational policies and procedures.
- To manage the allocation process of clients referred to the service according to need and undertaking clinical work as necessary, e.g. assessments.
- To support the team of Counsellors and Supervisors including ensuring that Counsellors receive regular supervision. In enabling this support, monthly clinical supervision will be provided for this role.
- To work with the Service Manager and other relevant personnel using evidence based best practice to enable effective delivery of the service.
- To work with the Service Manager and other relevant personnel to recruit and induct new Counsellors.
- Plan and coordinate induction training and on-going training for Counsellors and supervisors.
- Organise and contribute to probationary reviews of new counsellors and annual reviews of all.
- Undertake all relevant administration and work with the wider team to ensure that adequate record-keeping systems are maintained e.g. Core Net, and all policies are fit for purpose and adhered to.
- Monitor and evaluate the bereavement counselling service and produce reports using the data management system for funders.
- Consider through review where, and how, improvements to service delivery and administration can be made.
- Ensure Counsellors and Supervisors have adequate opportunities to develop their skills, including awareness of external training/conferences.
- The above list is not exhaustive and there may be other areas which are, or become, the responsibility of the CYP's Coordinator.

General Responsibilities:

- To keep abreast of best practice in bereavement care research and attend training courses, conferences and local events in the voluntary and statutory sectors as appropriate.
- To make regular reports to the Service Manager and Trustees on progress and attend internal/external meetings to communicate these reports as required.
- Work in line with the Ethical Framework of the British Association for Counselling and Psychotherapy, and with KBS policies and practice guidelines.