

Service Coordinator (Job share 20 hours p/w)

PERSON SPECIFICATION

Applicants are required to have a Christian faith and commitment and be able to uphold the Christian ethos of the Bower House. As there is a need to support the prayer life of the Bower House and participate in worship, there is therefore a Genuine Occupational Requirement in terms of the Equality Act 2010.

Area	Essential	Desirable	Demonstrated
Qualifications	Counselling qualification at minimum CPCAB Level 4 or above. Registered member with BACP or equivalent regulatory body. Supervision qualification or eligible to train in supervision.	Evidence of ongoing commitment to continual professional development.	CV & Interview
Experience	Minimum of 450 supervised clinical client hours as a counsellor or psychotherapist. Supervision experience / eligible to train in clinical supervision	Management of counsellors or similar activity.	CV & Interview
Communication Skills	Excellent verbal and written communication skills. Excellent interpersonal skills.	Experience of delivering presentations to groups. Experience of facilitating groups. Networking skills.	CV, Interview, personal statement and references.
Information Technology	Ability to use Microsoft Office.	Experience of developing and using simple data bases.	CV and Interview



BOWERHOUSE
Making a positive difference

The Bower House, 32 Coventry Road, Market
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Qualities	Ability to inspire, motivate and support others. Enjoyment when working with people as a leader. Ability to embrace and support others positively through change. Ability to handle conflict effectively and challenge when necessary. Empathic, non-judgemental approach to volunteers and clients.	Evidence of where this has been demonstrated. Evidence of leadership of an organisation and group which has grown, changed and developed effectively.	Interview and References
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Personal Attributes:

- Able to respond well to direction and correction.
- Enthusiastic, proactive and takes initiative.
- Highly collegial and able to work as part of a team.
- Ability to set and maintain clear boundaries.
- Calm, cheerful, efficient and polite, willing manner and able to work under pressure, managing competing demands and able to prioritise.
- Willingness to learn new skills.
- Ability to work in a changing and flexible organisation.

The role is subject:

- **Satisfactory references.**
- **Enhanced Disclosure and Barring Service checks.**