**Covering Document**
**Clinical Director**

**Full Name:**

**Contact Email:**

**Contact Name:**

**Date of Application:**

To be considered for the post above, please complete this document in full and submit it with an up-to-date C.V. containing full contact details to hr@listening-ear.co.uk

1. Are you free to remain and take up employment in the UK with no current immigration restrictions? Yes / No (*please highlight as appropriate*)
2. Do you have any convictions that are unspent under the Rehabilitation of Offenders act 1974? Yes / No (*please highlight as appropriate*)

If yes, please give details / dates of offence(s) and sentence.

1. Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post? Yes / No (*please highlight as appropriate*)
2. Are you related to, or do you have a close personal relationship with, an employee(s), volunteers or Executive member of Listening Ear? Yes / No (*please highlight as appropriate*)

If so, please state their name, job title and your relationship to them.

1. The Equality Act defines disability as ‘A physical or mental impairment which has a substantial and long-term effect on the person’s ability to carry out normal day to day activities. Do you consider yourself to have a disability? Yes / No (*please highlight as appropriate*)

 If yes, please give brief details of any adjustments you may require to

enable you to attend and participate in an interview.

Please give details of any other special requirements we may need to be aware of in order to facilitate your attendance at an interview.

 **Person Specification**

Please complete the following sections to demonstrate how your skills, experience, and attributes align with the requirements of the role.

Please submit this document along with your CV when applying.

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| --- | --- | --- |
| **Criteria** | **Essential/Desirable Criteria** | **Please write a short statement below which evidences how you meet each criterion (if applicable to you).** **For any that don’t apply to you, please write N/A (for not applicable).** **Please do not just write ‘yes’ below. This one-word answer would not be considered evidence of how you meet criteria and will not score any points during shortlisting.** |
| Level 6 qualification in Counselling or equivalent | E |  |
| Accredited member of the BACP or equivalent and be on the BACP Register of Counsellors and Psychotherapists (or equivalent) | E |  |
| Minimum 1000 supervised client hours with adults | E |  |
| Minimum 1000 supervised client hours with Children and young people aged 4 to 18 years inclusive | E |  |
| 3 years post qualification working  | E |  |
| Holds a positive attitude to work and has an ability to embed this positive attitude throughout a team  | E |  |
| Experience of line managing staff/volunteers in a supportive and collaborative way that promotes belonging, trust, feeling valued and a positive outlook to achieving business goals  | E |  |
| Experience of developing significant strategic partnerships | E |  |
| Ability to develop and build a strong and well-informed team through clear and meaningful communication, cascading information from Management Teams meetings regularly | E |  |
| Dealing with any identified HR issues immediately and one-to-one with staff members ensuring that issues do not escalate amongst a wider group | E |  |
| Degree level education or equivalent in a field relevant to drive a service in a third sector mental health organisation | D |  |
| Either holds a recognised management qualification or can evidence management experience in a professional setting  | E |  |
| Evidence of working therapeutically within a range of professional settings and with a broad range of presenting issues | E |  |
| Experience of recruiting, inducting, and providing training to staff/volunteers | E |  |
| Evidence of continuing CPD and an excellent knowledge of safeguarding and child protection practices | E |  |
| Demonstrate high levels of resilience and ability to self-monitor | E |  |
| An ability to effectively monitor and evaluate services and support teams to ensure accuracy within the recording of information  | E |  |
| An understanding of mental health services in the voluntary sector | D |  |
| Experience of attending Multi-disciplinary and Panel meetings | D |  |
| Flexible working to include evenings and weekends | E |  |
| Full, clean driving licence and access to a car | D |  |
| Excellent administrative skills, with the ability to prioritise work and to manage a number of cases and priorities | E |  |

***Where did you hear about this job? (please answer below)***

[ ]  Listening Ear Career Page [ ]  Networking

[ ]  LinkedIn [ ] Employee Referrals

[ ]  Indeed [ ]  Social Media

[ ] Other
Please specify:

**Declaration**

For the purposes of compliance with the Data Protection Act 1998, I hereby confirm that by completing this form I give my consent to Listening Ear Merseyside processing the data supplied above in connection with monitoring compliance with its equal opportunities obligations and policy. I also agree to the storage of this information on manual and computerized files.

Listening Ear is committed to an anti-fraud culture and participates in statutory anti-fraud initiatives. Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

I acknowledge that Listening Ear is under a duty to protect the funds it secures from grants, contracts and donations and to this end, I agree it may use information provided on this form for prevention and detection of crime and it may share this information with other bodies solely for these purposes. I hereby give consent to such collection, storage and processing of my personal data and I agree that the information given on this form may be used for data registration purposes.

 I hereby certify that:

* All the information given by me on this form is correct to the best of my knowledge
* All questions relating to me have been accurately and fully answered
* I possess all the qualifications which I claim to hold

Signed: Dated:

To apply for this role, submit this completed form along with your current C.V. via email to: HR@listening-ear.co.uk