

BASILDON MIND

Experienced Counsellor Trustee

Could you be the voice of our Counselling Service on our Board?

We are a registered charity, offering support and services to those experiencing mental health problems, including a Helpline, Counselling, Supported Housing, Forensic Advocacy and Wellbeing.

We're looking for a new Trustee with significant counselling experience

Basildon Mind is committed to delivering mental health services in our local community. Our counselling service provides 1:1 counselling for 600+ children, youths and adults each year. It also runs a support group and a busy Helpline. We are looking for someone experienced in counselling and its management, safeguarding and clinical supervision to be the voice of our counselling service on our Board of Trustees.

General Responsibilities

- Ensure that our charity pursues the purposes defined in our Memorandum and Articles of Association, as well as charity law, company law and any other relevant legislation or regulations
- Ensure that our charity defines realistic goals and evaluates performance against targets
- Safeguard the good name and values of our charity
- Ensure the effective and efficient administration of our charity, including having appropriate policies and procedures in place
- Ensure the financial stability of our charity
- Attend 7 Board meetings per year

Key Responsibilities

- Be the voice of our counselling service on our Board, as well as a regular Trustee
- Visit our offices and meet the management, staff and volunteers
- Develop a good understanding of our counselling service, its staff, volunteers and service users
- Gain detailed knowledge of our clinical supervision and safeguarding processes
- Be knowledgeable about how we collect, store and use data about our service and its users

What are we looking for?

To be successful you will have had considerable experience of working in a counselling setting, as a counsellor and ideally a counselling manager. This should include experience of clinical supervision and safeguarding. Strong communication skills are required to engage with a wide range of people verbally and in writing. Experience of being a Trustee of a charity would be an advantage.

What difference will you make?

Our small charity plays a key role in helping local people with their mental health. We have limited resources and self-fund several of our services. The better we govern our charity, the more locals we can help. As well as governing our charity, most of our Trustees also spend time 'on the ground' understanding our services and helping to improve them.

If you would like to make a difference; meet new people from diverse backgrounds; develop your own skills; and make a contribution back to society using your valuable time and skills, this role is for you.

Time Commitment: 8-15 hours per month

Next Steps

If you have the experience required, please contact us volunteering@basmind.org. Thanks.

Basildon Mind is an Equal Opportunities employer, for whom life experience as well as formal qualifications, work experience and lived mental health experience is valid.



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Person Specification

General:

- A commitment to the organisation
- A willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- A willingness to speak your mind
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team

Skills:

Essential	Desirable
<ul style="list-style-type: none"> • Good verbal communication 	<ul style="list-style-type: none"> • Ability to drive / own car
<ul style="list-style-type: none"> • Clear, accurate and succinct written communication 	<ul style="list-style-type: none"> • Experience of using Microsoft Office (Outlook, Word, Excel, PowerPoint, SharePoint)
<ul style="list-style-type: none"> • Good active listening 	
<ul style="list-style-type: none"> • Non-judgemental approach 	
<ul style="list-style-type: none"> • Empathetic, understanding approach 	
<ul style="list-style-type: none"> • Patience and ability to remain calm 	

Experience:

Essential	Desirable
<ul style="list-style-type: none"> • Considerable experience counselling clients 	<ul style="list-style-type: none"> • Experience working in a mental health setting
<ul style="list-style-type: none"> • Experience managing in a counselling setting 	<ul style="list-style-type: none"> • Experience working with student counsellors
<ul style="list-style-type: none"> • Experience working in a collaborative team environment 	<ul style="list-style-type: none"> • Experience working in a charity setting
<ul style="list-style-type: none"> • Strong team-working ethos 	<ul style="list-style-type: none"> • Experience being a Trustee
<ul style="list-style-type: none"> • A flexible but organised approach to work 	<ul style="list-style-type: none"> •

Training / Qualifications:

Essential	Desirable
<ul style="list-style-type: none"> • Recognised counselling qualification, ideally at Diploma or Degree level 	<ul style="list-style-type: none"> • Recognised management qualification