



## **RAPE CRISIS & SEXUAL ABUSE COUNSELLING CENTRE SLIGO, LEITRIM & WEST CAVAN CLG**

### **JOB DESCRIPTION & PERSON SPECIFICATION**

#### **CEO**

**Job Title:** CEO

**Responsible to:** Board of Directors

**Hours:** 35 hours per week, with some flexibility including evening work.

**Based:** Bridgewater House, Rockwood Parade, Sligo Town, Co. Sligo F91 Y9YY

**Direct reports:** 2 full-time staff members, 2 part-time staff members, plus sessional workers and volunteers.

**Job purpose:** To lead, coordinate and oversee the provision of services to survivors of sexual violence and their families.

#### **Person Specification**

- Essential
  - Recognised Level 8 or Level 9 qualification in Counselling and Psychotherapy
  - Accredited member of IACP, IAHIP or BACP.
  - At least 5 years of management experience in a counselling service setting
- Desirable
  - Qualification in working with survivors of sexual violence
  - Qualification in working with trauma

#### **Main duties and responsibilities:**

- Planning and developing services in line with organisational ethos and strategic plan in conjunction with other members of the organisation.
- Managing paid staff and volunteers including recruitment, selection, induction and appraisal.
- Ensuring compliance with all necessary legal, legislative, policy and service standards.
- Financial management of organisation in conjunction with Board.
- Preparing annual budget.

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Bridgewater House, Rockwood Parade, Sligo, F91 Y9YY

Company Number 256271 – RCN: 20035204 – CHY 12194

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- Preparing funding applications and ensuring compliance with funders requirements.
- Raising awareness of and promotion of SRCC services and the issue of sexual violence.
- Identifying and planning fundraising opportunities.
- Ensuring the smooth day to day running of the centre.
- Representing the centre at a range of fora as required.
- Reporting on services to Board of Directors meetings.
- Following the code of ethics, policies and practices of SRCC and accredited counselling bodies.
- Developing counselling and non-counselling related policies while ensuring implementation of all policies.
- Providing annual and as required reports for a range of stakeholders including Board, funders, members and the wider community.
- Liaising where appropriate with other relevant professionals.
- Participating in team meetings and projects as deemed relevant.
- Managing case reviews for counsellors
- Conducting a minimum of 3 counselling sessions a week
- Conducting new client intake assessments for the service
- Executing other tasks as identified by the Board.

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