



***For the care and support of those bereaved,
traumatised or injured.
as a result of the Troubles/Conflict
in Northern Ireland***

Applicant Information Pack

Clinical Lead, Belfast



*This post is funded by the Victims and Survivors Service
through the Victims and Survivors Programme
administered on behalf of the Executive Office.*



Dear Applicant,

Post: Clinical Lead

Ref: CL/JAN25/

Thank you for your interest in the above post.

Short listing will be completed on the basis of the information you provide on the application form, therefore please ensure you fully complete **all relevant sections to help us make our decision. Please note that we do not accept CV's.**

Please find enclosed the following: -

- Our Mission and Values
- Job Description
- Personnel Specification
- Outline of Terms and Conditions
- Guidance Notes
- Employment Application Form and Monitoring Form (for completion).

We request that you complete and return this for statistical monitoring purposes.

For information on WAVE, please visit our website www.wavetraumacentre.org.

If you intend to complete and return the Application Form, please also complete and return the enclosed MONITORING QUESTIONNAIRE. This will be treated in confidence. We request this information to help WAVE promote equality of opportunity in employment. Our recruitment policy operates on the merit principle i.e. we select the best person for the job, regardless of religious affiliation, political opinion, belief, age, race, gender, marital status, sexual orientation or disability.

We would like you to know that: -

Only the Application Form is considered by our Recruitment Panel, who shortlist and interview for vacancies. The Monitoring Questionnaire is confidential to our Monitoring Officer who uses it for compiling statistical information and is not seen by the Recruitment Panel.

If you have any questions regarding the information enclosed, please do not hesitate to contact us.

I look forward to hearing from you.

Yours faithfully

Tracey Shirlow
Head of Human Resources

PLEASE NOTE: CLOSING DATE: Monday 20th January 2025 at 1.00pm
Completed forms should be returned to
recruitment@wavetrauma.org

WAVE: Who we are?

WAVE, established in 1991, is a voluntary, cross community charitable organisation which offers care and support to anyone bereaved, traumatised or injured as a result of the Troubles/Conflict. **The philosophy and ethos of the organisation is one of inclusiveness, providing care for anyone irrespective of religious, cultural or political belief.** WAVE promotes a respect for life and an understanding of difference that is seen as enhancing rather than threatening. WAVE continually seeks creative ways of working through issues that have the potential to divide.

Over the years the violence in Northern Ireland has led directly to the deaths of over 3,600 people and resulted in over 40,000 serious injuries. The Cost of the Troubles Study (1997) estimated that, "At the very least 6,800 people have the experience of one of their immediate family - parent or sibling - being killed in a Troubles-related incident." The true cost, however, is much higher as the relatives of those killed and maimed have also suffered ill health, disruption of family relationships, impaired functioning, substance abuse and in some cases when their grief became intolerable, suicide.

Over the last thirty years the level of calls and referrals to WAVE has increased year on year. Referrals are received from those affected by violence more recently in addition to those injured, traumatised or bereaved across the last five decades. This indicates the necessity of providing the services offered by WAVE on a long-term basis.

To date WAVE has offered care and support to over 25,000 people, a cross section of adults, young people and children. WAVE works to utilise the benefit of every pound received in funding or donations for the benefit of clients. The organisation's management cost is extremely low at 8%, well below the recommended national level of 15%. WAVE offers exceptional value for funders and strong professional services for clients.

WAVE has extensive community-based Trauma Education Programmes, that staff member can access. These programmes have been refined and developed over 25 years and offer students a range of options to meet their learning needs. Trauma Education includes: -

- Short Trauma Courses accredited by the School of Education at Queen's University, Belfast under their Open Learning Programme.
- A BSc. (Hons) in Psychological Trauma Studies is delivered in partnership with the School of Nursing and Midwifery at Queen's University. It remains the only undergraduate trauma programme available in the United Kingdom and Ireland.
- A Postgraduate Pathway in Trauma Studies has been developed in partnership with University College Cork.
- Professional Development in trauma awareness and trauma informed practice for social work, midwifery and nursing students is delivered in partnership with the Schools of Social Work, Medicine and Nursing and Midwifery at Queen's University, Belfast.

WAVE has an extensive network of delivery processes across Northern Ireland. The organisation operates from six Outreach Centres in: Belfast, Armagh, Omagh, Ballymoney, Derry Londonderry and Killough and services such as Outreach Casework, Health and Wellbeing, Psychotherapy/Counselling, Advice/Welfare, Trauma Education, Personal Development, Training Opportunities and Complementary Therapies are available from all its Centre's. The organisation also has a number of satellite projects operating across a range of venues in response to local need. We also source services for those directly affected living outside of Northern Ireland.

Most recently WAVE are delighted to be able to deliver an extensive support programme for survivors of Historical Institutional Abuse (HIA) and the Mother and Baby Institutions, Magdalene Laundries and Workhouses (MBMLW). This will include a range of evidence based therapeutic, outreach and health and wellbeing support, welfare, educational programmes and support activities. Services will be delivered through our five regional centres and from our satellite projects to those survivors of HIA and the MBMLW living in Northern Ireland, Ireland, GB and further afield.

Organisation Profile

Job Title: Clinical Lead

Job Reference No.: CL/JAN25/

WAVE Trauma Centre's Mission and Values:

Mission: WAVE's Mission is to:-

- Serve people directly affected by the Troubles/Conflict in Northern Ireland, survivors of Historical Institutional Abuse (HIA) and survivors of the Mother and Baby Institutions, Magdalene Laundries and Workhouses (MBMLW).
- Empower individuals, communities and wider society through trauma education programmes.

Values: WAVE is committed to:-

- Empowerment of those bereaved, traumatised or injured by the Troubles/Conflict in Northern Ireland.
- Empowerment of survivors of Historical Institutional Abuse and Mother and Baby, Magdalene Laundries and Workhouses.
- Inclusivity in all our work.
- Working to promote the non-recurrence of violence.
- Equality and good relations as the foundation for our work.
- Continuous improvement through ongoing review of the provision of high quality, innovative evidence-based services.
- Responding to change and shaping delivery within the victim/survivor sector.
- Helping to build a shared and cohesive future to address the legacy of the past.
- Accountability to clients and to funders for the services and programmes delivered within effective financial processes.
- Partnership with other agencies to achieve better outcomes for clients.
- Continued development and recognition of our staff and volunteer team.

Job Description

Job Title:	Clinical Lead
Reports to:	Head of Clinical Services (HOCS)
Based:	Regional can be based in any WAVE centre
Responsible for:	Assist with the management of clinical services to include counselling and complementary therapies

Key working relationships:

Internal contacts:

- Management and staff
- Sessional personnel
- Clients

External contacts:

- Statutory agencies
- Other community and voluntary organisations

Job Purpose:

The Clinical Lead will assist the Head of Clinical Services (HOCS) in overseeing the delivery of therapeutic (including counselling & complementary therapy), They will also assist the HOCS in the overall management, governance and safe delivery of all clinical services, ensuring professional and ethical excellence across all service platforms.

Main Duties and Responsibilities

Management:

- Oversee the operational management, development and provision of therapeutic services, ensuring timely, effective and appropriate service provision.
- Undertake case review meetings with sessional clinical personnel either alongside Regional Managers if appropriate or alone if required.
- Lead, support and work with other members of the team on a day-to-day basis to ensure the smooth running of clinical services.
- Act as a panel member on recruitment and selection panels.
- Assist with the induction, training and support of all staff/sessional personnel.
- Ensure organisational policies, procedures and guidelines are adhered to including taking responsibility for keeping relevant policies and protocols up to date.
- Review clinical waiting lists to ensure swift allocation of clients.

- Provide training to clinicians in the use of computerised systems.
- Produce regular data reports for statistical analysing and reporting.
- Contribute to the monthly, quarterly and annual collation and analysis of statistical data from the WAVE Client Management System AdvicePro and COREnet and provide reports for the purpose of service improvement, client engagement and information.
- Work in partnership with senior management as required to prepare funding bids and contract submissions.
- Attend relevant internal and external meetings and Deputise for Head of Clinical Services when necessary.

Clinical:

- Manage a caseload (5 clients) providing one to one counselling within agreed project timeframes to clients of all clinical projects i.e. Victims and Survivors of the Troubles, Survivors of Historical Institutional Abuse and the Mother and Babies, Magdalene Laundries & Workhouses.
- Undertake clinical assessments for referrals into other community/voluntary and statutory services and the Regional Trauma Network.
- Carry out initial triage assessments of referrals made to the project to assess suitability for counselling and other needs based on clinical risk strategy.
- Provide clinical support across the therapeutic services team to manage complex cases and risk management.
- Ensure adherence to all processes and procedures of the department by clinical practitioners.
- Continually review the clinical administration of clinical practitioners and make recommendations for improvement and assist with implementation of these.
- Maintain confidential, professional and appropriate records of all client contact.

Governance:

- Review regular clinical audit functions to include monitoring of supervision, CPD, insurance, training, contact details, location and workload and professional accreditation/membership for sessional personnel.
- Provide robust clinical governance by ensuring compliance with all aspects of GDPR, subject access request and document retention policies.
- Provide clinical support across the therapeutic services to manage complex cases and risk management.
- Work in conjunction with the HOCS to support and influence the development of service provision and to contribute to the achievement of organisational corporate objectives.

- Assist in the maintenance and the use of and completion of all evaluation systems and processes such as CORENet, Measure Your Own Medical Outcome Profile (MYMOP), CORS, PCL5 and client feedback tools.
- Review and approve all Subject Access Data Requests (SARS) notes pertaining to clients, post redaction.
- Oversee regular audits of the COREnet, PCL5 and MYMOP systems with the WAVE Client Management System AdvicePro to ensure accuracy.
- Assist the HOCS in retaining the BACP accreditation and subsequent maintenance of same, ensuring that all quality assurance/monitoring/policy review procedures are fully completed including the submission of annual monitoring reports.

Business Improvement and Quality Management:

- Ensure adequate and appropriate case notes/record keeping are undertaken and that relevant online electronic databases are updated on a regular basis according to set time frames and adhere to WAVE and VSS policies and procedures.
- Deal with aspects of tendering and procurement in accordance with organisational policies and procedures under the direction of the Head of Clinical Services.
- Manage the security/processing of sensitive and confidential client information in keeping with the requirements of GDPR legislation.
- Ensure that all records, manual and/or computerised are held securely and all information is treated as confidential as per the WAVE's Data Protection policy and procedures.
- Report immediately to the Line Manager any concerns regarding client service delivery, including any potential risk to clients, staff or others, or any child/adult protection concerns or any matters impacting clients.
- Adhere to WAVE Risk Management procedures and protocols.
- Report immediately to the Line Manager any matter or concerns that may constitute reputational risk to WAVE.

Personal Development, Performance and Professionalism:

- Maintain high standards of personal accountability and ethical practice which are aligned with WAVE's values, ethos and policy and procedural frameworks.
- Ensure that the ethos of WAVE is promoted and that you act as an Ambassador for the organisation at all times.
- Maintain annual renewal accreditation with BACP (or equivalent).

- Maintain and record continuous professional development in accordance with the conditions associated with the relevant accrediting body (to include recording any training undertaken, participation on forums or any personal reading i.e., journals, articles, books etc) that is required in order fulfil the obligations of accreditation.
- Attend external clinical supervision on a monthly basis.

Other:

- Undertake training as required.
- Undertake as required any work identified by the Line Manager or other senior manager.
- Attend WAVE staff, service delivery and other meetings as required.
- Any other reasonable duties requested by the Line Manager or other senior manager.

This job description outlines the core role of the Clinical Lead as it is currently. Additional elements within grade and competence may be added as appropriate to meet the needs of clients as the service develops.

Personnel Specification

Job Title: Clinical Lead

Based at: Belfast

Selection Criteria	Essential	Desirable	Method of Assessment
1. Qualification/Education			
(i) Educated to Degree (Level 7)	✓		A
(ii) Recognised Professional Diploma qualification in counselling, psychotherapy, psychology. (Comprising a minimum of 450h tutor time, 2YPT or 1YFT, Theory, Skills and Professional Issues including supervised placement) or equivalent (equivalence to be demonstrated by candidate and agreed by WAVE).	✓		A
(iii) Recognised Master's (Level 7) qualification in counselling, psychotherapy, psychology or equivalent.		✓	A
(iv) CBT (Level 5) Diploma qualification – or working towards.		✓	A
2. Accreditation			
(i) Accredited with a professional body appropriate to therapeutic modality for example BABCP, BPS, HCPC, BACP, IACP, or equivalent.	✓		A
3. Experience			
(i) A minimum of three years' experience and / or 1000 supervised clinical hours delivering therapy to individuals in a trauma related area post qualification.	✓		A/I
(ii) Experience of clinical assessment.	✓		A/I
(iii) Experience of using a range of computerised packages for the evaluation, monitoring and recording of counselling work.	✓		AI
(iv) Experience analysing data and report writing.	✓		AI
(v) Demonstrable experience of managing client risk.	✓		A/I
			A/I

(vi) Experience of providing Clinical supervision within a community counselling environment.		<u>✓</u>	
(vii) Experience of delivering training.		<u>✓</u>	A/I
(viii) Experience of conducting research.		<u>✓</u>	A/I
(ix) Experience of providing direct line management.	<u>✓</u>		A/I
4. Knowledge			
(i) Knowledge of a range of presenting issues and referral on options within a community counselling setting.	<u>✓</u>		A/I
(ii) Demonstrable working knowledge of collaborating with statutory and voluntary organisations.	<u>✓</u>		A/I
(iii) Demonstrable working knowledge of ICT including all Microsoft Office applications (Word, Excel, Outlook, and in particular Access and the CORE system)	<u>✓</u>		A/I
5. Skills and Abilities			
(i) Demonstrable evidence of undertaking assessment of need and service delivery as a regular part of the role.	<u>✓</u>		A/P
6. Other Requirements			
(i) *Current driving licence and access to a suitable vehicle (appropriately maintained and insured for business). (*This criteria will be waived in the case of an applicant whose disability prohibits driving but who is able to demonstrate an appropriate alternative means of meeting the mobility requirements of the post).	<u>✓</u>		A
(ii) Possession of personal professional indemnity insurance.	<u>✓</u>		A

A = Application Form I = Interview P = Presentation T = Test R = References



Outline – Terms and Conditions

The following information represents the key terms and conditions of this post and should not be viewed as a Contract of Employment.

- Salary:** £41,511 plus pension
- Place of Work:** Can be based in any WAVE centre
- Hours of Work:** 37.5hrs per week
Monday to Thursday 9.00am –5.00pm
Friday 9.00am – 4.30pm
Out of Hours work may be required by arrangement
- Travel:** You will be required to undertake travel as part of your role.
- Pay Periods:** You will be paid on the third last working day of the month.
- Probationary Period:** Normally six months.
- Holidays:** 25 days per annum (increasing with service), 11 statutory days and additional government nominated days. The leave year operates from April to March.
- Benefits:**
- 8% employer pension (no employee contribution required)
 - Mileage payable at 0.45p
 - External Supervision
 - Training and Development
 - Part of exciting Regional Trauma Service joining statutory and voluntary trauma services
 - Employee Support Package: -
 - Increased annual leave.
 - Christmas Eve off (if falls with working week)
 - A one off 3 days award for a significant life changing event (moving house, marriage, civil partnership ceremony, graduation, holiday etc)
 - Healthcare plan
- Smoking Policy:** WAVE operates a non-smoking/vaping policy.

Pre-employment Checks:

The successful candidate will be required to undertake pre- employment checks which will include an Enhanced Access NI Disclosure check and satisfactory references.