



Growing Hope High Wycombe |

Growing Hope High Wycombe, St James' Church,  
Plomer Hill, High Wycombe HP13 5NB |  
| [highwycombe@growinghope.org.uk](mailto:highwycombe@growinghope.org.uk)

## Job Description & Person Specification Growing Hope High Wycombe Clinic Manager

### Summary

Growing Hope is a charity providing free therapy for children and young people with additional needs in partnership with local churches across the UK. We aim to grow hope for children, hope for families and hope in Jesus. Growing Hope was founded in December 2017 and has a vision to see 20 clinics set up across the UK by 2030. We currently have three clinics running across the country in King's Cross, Brockley and High Wycombe. We have worked with over 700 children, young people, parents, carers, siblings and professionals since we launched.

We are currently recruiting for an innovative and highly motivated Clinic Manager to lead The Growing Hope High Wycombe clinic. We are looking for an individual who is willing to learn and grow, this is ideal role for someone who wants to build on previous experience. We would recommend talking to Naomi Graham, Founder & CEO about the role in order to find out more (07496528506, [naomi@growinghope.org.uk](mailto:naomi@growinghope.org.uk)). We understand that the role follows a different model to other healthcare work, as Growing Hope (national charity) we provide a significant level of support, coaching and guidance to the Clinic Managers running the Growing Hope clinics.

This clinic was set up as a local charity in 2021 and launched in February 2022. We currently have a couple of therapists volunteering with us or interested in freelance work. The trustees are also hoping to recruit a second employed part-time member of staff in the next few months. The Clinic Manager will provide leadership to the Growing Hope High Wycombe clinic involving the day to day running of the clinic, management of staff, freelancer and volunteers, and coordinate fundraising and development of the local charity (alongside volunteers and trustees and with significant support from Growing Hope national). The successful candidate will bring therapeutic experience in working alongside families of children with additional needs alongside their leadership and management skills. They will become a part of the St James' Church staff team, receiving pastoral line management and working on a Sunday to support all children and families.

We are looking for employees who are committed to Growing Hope's vision and values and can demonstrate these within their interview.



#### HOPE

We believe Jesus brings hope to children, young people and families, even in the most difficult situations, and that underpins everything we do.



#### COMMUNITY

We are accepting of all and want everyone to know they are seen, heard and belong.



#### COURAGE

We are brave, choosing honesty over comfort, and tackling problems because we want to change lives.



#### INNOVATION

We are innovative, flexible and creative in our approach, always aiming for excellence.



#### GENEROSITY

We look out for others and share our time, encouragement, finances and skills.

Full time – 37.5 hours per week (Monday-Thursday, half a day on a Sunday)

Salary - £42,000-50,000 (dependant on experience)

Application form – [www.growinghope.org.uk/jobs](http://www.growinghope.org.uk/jobs)

Applications close – Thursday 13<sup>th</sup> October, 5pm

Interview date- Monday 24<sup>th</sup> October 2022 (morning)

Providing free therapy for children and young people with additional needs and their families in Camden and Islington in partnership with King's Cross Church.

#### Experience Required

- Health Care Professions Council Registration
- Therapy qualification or similar
- The therapist concerned must have at least 3 years experience working with children and families.
- Strong Leadership and Management skills

#### Job Summary

- Lead the Growing Hope High Wycombe charity to ensure that it runs effectively.
- Managing the Growing Hope Clinic, including, leading volunteers and team, setting and maintaining budgets and managing and growing the clinic-based service.
- Coordinate the charities fundraising and ensure that the budget is met (this includes leading monthly fundraising sub-committees, recruiting and supporting volunteers to help deliver fundraising, checking and applying for grants and organising and delivering fundraising events all with support from Growing Hope national charity).
- Build on accessible provision for families with additional needs on a Sunday at St James' Church including working each Sunday, running groups, and growing and training a volunteer team.
- Work as part of the St James' staff team, attending staff meetings regularly and engaging in whole staff activities where possible.
- Work closely with Growing Hope Champions and trustees from other churches to build accessibility across High Wycombe and to develop community fundraising and church giving opportunities.
- Link with other community services in order to gain contacts and referrals. (e.g. developing close working relationships with schools).
- Run an innovative clinic based service in order to provide multidisciplinary support to children and young people with a variety of needs in the local area.
- Offer to pray with each child and family who attend the clinic. Lead prayer with the team.
- Use GAS goals as an outcome measure in order to set and review children's progress.
- Develop services which meet Growing Hope's core aims including hope for families (e.g. running siblings groups, parenting courses etc.)
- Run annual audits of the clinical outcomes of individuals who have accessed the service and write the charities annual report with the support of Growing Hope umbrella.
- Work closely with Growing Hope (umbrella), communicating on a regular basis with the Head of Training and Development, and ensuring the local clinic is following the national policies, procedures and guidelines outlined by Growing Hope.
- Work closely with the Growing Hope High Wycombe trustees who govern the charity. (This includes attending quarterly trustee meetings).

#### Clinical responsibilities

- Clinical assessment, intervention and outcome measurement.
- Waiting list management for the local clinic.
- Work with children and families to develop meaningful, client-centred goals.
- Oversee the purchase of equipment and use of clinic space.
- Take responsibility for their own clinical development.
- Lead in safeguarding and ensure staff follow Growing Hope policy.
- To maintain confidentiality of all children and families seen within the clinic.
- To maintain data protection in line with Growing Hope's information governance policy.

## Management and Communication Skills

- Regular, timely and professional communication with Growing Hope Umbrella, Staff and volunteers, families, and Church team. Including an ability to deal with complaints sensitively.
- Excellent time management and organisation skills.
- Able to manage and work closely with a team of professionals, freelancers, volunteers and trustees.
- Ensure that case notes, letters and reports are kept up to date and provide clear and accurate records.
- Work closely with trustees & volunteers to lead on fundraising and development of the local clinic.

The ideal candidate will have a genuine interest in working in the charity sector.

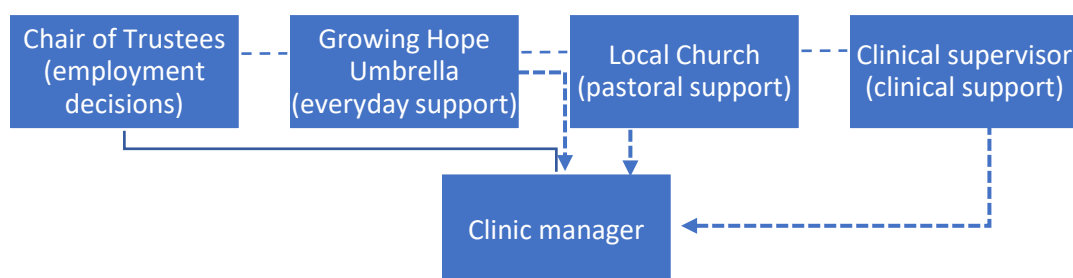
### ESSENTIAL

- This role has an Occupational Requirement to be a Christian, as permitted under Schedule 9, Part 1, of the Equality Act 2010.
- At least three years of experience as a clinician registered with the Health Care Professionals Council working using specialist skills with children and families.
- Excellent leadership and management skills and relevant leadership and supervision experience.
- Experience in providing training within clinical role.
- Commitment to Growing Hope's vision.
- IT skills – experience of MS Office, particularly Word and Excel.
- Excellent communication and interpersonal skills. Ability to communicate in highly complex situations and in hostile or emotive atmospheres.
- An innovative and creative approach.
- Excellent organisational skills and attention to detail. Ability to keep records and report progress in a timely manner.

### DESIRABLE

- Experience in fundraising and events.
- Experience in working with trustees.
- Experience, interest in or commitment to a career in additional needs and accessibility within church and community settings.
- Interest in or experience of working in the charity/NGO sector.
- Post graduate training in areas relevant to clinical and Clinic Manager role.
- Ability to deliver core HR advice and manage contracts and day to day clinic tasks.
- Ability to monitor or contribute to clinic budgets.
- Ability to create and action service development plans.
- Ability to create, implement and monitor systems for effective working across the clinic.

Each local Growing Hope charity runs through a partnership between the national charity, the local church and the clinic. Growing Hope national charity exists to equip and enable the local charities to run as smoothly as possible. As a new Growing Hope clinic starts the Growing Hope national (umbrella) team will coach and develop the new Clinic Manager in their role. On a day to day basis Growing Hope's Head of Training and Development, Vicki, is available to help support the Clinic Managers as they run the charity. The following illustration and table provides details of the reporting structures and support provided for Clinic Managers.



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Tasks/ activities	Growing Hope High Wycombe Chair of Trustees – direct manager	Church Leader – pastoral support	Growing Hope Umbrella – everyday support	Clinical Supervisor -clinical support
Probation/ employment decisions	Final decisions made by chair of trustees.	May make recommendations to the chair.	Involved in the day to day ensuring that employment standards are maintained.	May make recommendations to GHU who will feedback to the chair.
Fundraising	Responsibility for ensuring the charity is governed well.	May contribute to community fundraising.	Support through training and advice around fundraising, grant applications. Nationally run campaigns and event plans to use locally. All email newsletter and social media communications are run nationally.	-
Finances	Responsible for ensuring the charity finances are kept in order.	Church contribute financially to Growing Hope each year.	Growing Hope's Finance Officer runs book keeping and payroll. Each Growing Hope local contributes a monthly amount towards this.	-
Leave (annual leave/ carers leave/ sick leave)	Informed regarding leave.	Leave requests need to be approved by local church.	Informed regarding leave (this should not be taken over Lead Therapist and Clinic Manager days or training unless specifically requested).	-
Clinical support/ running the clinic	Informed about the clinic progress.	Informed about the clinic progress.	Provides policies, procedures and guidelines for running the clinic day to day. Supports ad hoc where questions arise.	Supports through monthly supervision to help with clinical provision.
Recruitment of new staff, volunteers and freelancers.	Signs off the budget and proposals together with trustees. A trustee may be involved in interviews.	May be involved as a trustee signing off proposals.	Safer recruitment processes, DBS admin and support for the process provided by Growing Hope Umbrella.	-
Line management of new staff, volunteers and freelancers – full responsibility of Lead Therapist and Clinic Manager.	Awareness of who is a part of the current team.	-	Employed staff are provided with clinical supervision by Growing Hope Umbrella. HR and training processes provided by Growing Hope Umbrella.	-
Accessibility on a Sunday	Informed about what is happening.	Direction and agreement around creating accessible church each Sunday.	Advice and support around good practice in terms of accessibility on a Sunday.	May from time to time provide additional ideas.

## General working pattern

The general working pattern of a Lead Therapist and Clinic Manager is as follows.

Monday	Tuesday	Weds	Thursday	Friday	Saturday	Sunday
Worship and staff meeting.	Clinic and fundraising admin day (from home)	Clinic (no more than 6 clinic slots per day, aiming to see 10 children with a couple of groups)	Staff Prayers.  Growing Hope Groups	Non-working days		Supporting families of children with additional needs to come to church.
Clinic (3 slots)			Management time			

Our therapy pattern is found on the clinic page of our website. Generally we provide families with an assessment, they receive a short report and advice, together with a whatsapp video of recommendations using a Growing Hope report template. Families then receive up to 6 weeks of intervention before being discharged. They can then practice for 3 months before referring back in if they'd like a review session and support (up to 4 weeks of therapy).