

JOB DESCRIPTION

The Road Victims Trust is a registered charity that provides free emotional and practical support to all persons affected by a road death across Bedfordshire, Cambridgeshire and Hertfordshire. Each year the Trust supports in excess of 550 people with its Counselling services. The Trust works alongside the Officers and Staff of the Bedfordshire, Cambridgeshire and Hertfordshire Collaborated Roads Policing Units to deliver the best possible levels of victim care. The Road Victims Trust intend to extend its services into Norfolk and Suffolk during 2023.

Overall purpose of the job

To maintain and develop the work of the Road Victims Trust across Norfolk and Suffolk ensuring that the service remains at the pinnacle of providing services to those affected by the trauma of fatal and life-changing collisions.

- Job Title:** Lead Coordinator and Case Manager
Reports to: Clinical Service Lead
Contract: Full- time
Salary: £28,000
Hours: 37.5 hours per week
Location: Mainly home-based but some requirement to travel into office

Main accountabilities	
1	<p>Clinical Responsibilities</p> <ul style="list-style-type: none"> • Maintain a small caseload of Collision Referrals • Assess and allocate Collision Referrals to Case Managers • Clinical Supervision of own allocation of Counselling Volunteers • Maintain own small Client case load • Provide some out of hours support to own Supervisees and to provide lone working support and debrief • Be involved in recruitment and training of new Counselling Volunteers • Provide Court support to Clients where required • Identify and maintain own regular CPD needs in consultation with the Clinical Service Lead • Contact point for Coordinators and Senior Coordinators relating to Case Management • Safeguarding deputy lead for adults and children
2	<p>Strategic Management – leadership and development</p> <ul style="list-style-type: none"> • To develop a culture of continuous improvement and excellence

	<ul style="list-style-type: none"> • To build effective working relationships with the Board of Trustees • To work with the CEO and Clinical Lead to maintain and build upon the relationships with key strategic stakeholders such as Police and Crime Commissioners, Senior leaders of the Emergency Services, Coroners, CPS, Road Safety Partnerships in order to advance the aims of RVT
3	<p>General Responsibilities – creating a positive, healthy organisational climate</p> <ul style="list-style-type: none"> • Creating a climate, culture and atmosphere within the RVT that motivates and involves staff and volunteers. • Ensure the RVT staff and volunteers are focused on achieving its mission and aims • Ensure the RVT fulfils its legal, statutory and regulatory responsibilities
4	<p>Organisational Responsibilities</p> <ul style="list-style-type: none"> • Represent the RVT at external events where appropriate • Maintain awareness of risks and changes in the external environment that affect the RVT • Ensure the RVT volunteers are focused on achieving its mission and aims • Ensure the RVT fulfils its legal, statutory and regulatory responsibilities • Establish mechanisms for listening to the views of beneficiaries on the RVT's performance

PERSON SPECIFICATION

Knowledge, skills and experience

Minimum levels of knowledge, skills and experience required for this job

SKILLS, KNOWLEDGE AND EXPERIENCE	
<ul style="list-style-type: none"> • A recognised diploma or degree in counselling, psychotherapy or Counselling Psychology • BACP Membership and eligibility for accreditation • A record of post-qualification CPD • Experience of working in different modalities • Post-qualification experience of working with bereavement and trauma • A recognised certificate or equivalent in Clinical Supervision • Post-qualification experience in providing Clinical Supervision 	Essential

<ul style="list-style-type: none"> • Experience in holding the Designated Lead role for Adult and Children and Young People Safeguarding • Strong IT knowledge and skills to include of Word, Excel and databases • Clean driving licence 	
<ul style="list-style-type: none"> • Experience of working in the voluntary sector • Experience of designing and delivering training • Experience of implementing and monitoring data input and auditing 	Desirable

Disclosure level

What disclosure level is required for this post?	None	Basic
	Standard	Enhanced x

Work type

What work type does this role fit into?	Fixed	Flexible X	Field	Home
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In addition to the specific duties and responsibilities outlined in this job profile, all RVT employees should be aware of their specific responsibilities towards the following:

- To agree to client confidentiality and ensure respect and discretion at all times
- To adhere to all health & safety and fire regulations; cooperate with the Trust in maintaining good standards of health & safety
- To uphold ethical and professional standards and not behave in a manner that is likely to bring the Trust into disrepute
- Promote and sustain a responsible attitude towards equal opportunities and diversity within the Trust
- Demonstrate a commitment to ongoing learning and development and to participate in any training relevant to the role

The job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder.

Note: There is a requirement to fulfil any other agreed duties that may at times be reasonably required that meets the needs of the Trust.