



Growing Hope Tunbridge Wells

The Wells Church, Hanover Road, Tunbridge Wells,
TN1 1EY | 07519 965200 |
tunbridgewells@growinghope.org.uk

Job Description & Person Specification Growing Hope Clinic Manager

Summary

Growing Hope is a national 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. Growing Hope currently has seven local charities running across the country in King's Cross, Brockley, High Wycombe, Maidstone, Redbridge, Solent & York. They have worked with over 800 children, young people, parents, carers, siblings and professionals since they launched.

We are currently recruiting for an experienced, innovative and highly motivated Clinic Manager for Growing Hope Tunbridge Wells. You will provide leadership to the Growing Hope Tunbridge Wells clinic overseeing the day to day running of the clinic, service development and fundraising to grow the local charity, and accessibility in the partnership church. 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 part of the wider Wells Church staff team, receiving pastoral support and, where appropriate, will work on a Sunday to support all children and families to experience belonging.

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

Hours- Full or Part time (typically 1.0FTE, 37.5hrs or 0.8FTE, 30hrs).

Salary - £44,000-£46,000 (dependant on experience) (calculated from Growing Hope payscale)

Application form - www.growinghope.org.uk/jobs

				
HOPE	COMMUNITY	COURAGE	INNOVATION	GENEROSITY
We believe Jesus brings hope to children, young people and families, even in the most difficult situations, and that underpins everything we do.	We are accepting of all and want everyone to know they are seen, heard and belong.	We are brave, choosing honesty over comfort, and tackling problems because we want to change lives.	We are innovative, flexible and creative in our approach, always aiming for excellence.	We look out for others and share our time, encouragement, finances and skills.

Experience Required

- Health Care Professions Council Registration.
- Therapy qualification (Occupational therapy, Speech and Language therapy, Physiotherapy, Counselling or similar).
- The therapist concerned must have at least 3 years experience working with children and families.
- Strong Leadership and Management skills.

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There are four key aspects to the clinic manager role – providing clinical services, managing the clinic, developing the service and raising funds, and church accessibility. Clinic Managers are closely supported by Growing Hope (national charity) in all aspects of their role.

Clinical Services

- 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.
- Provide therapy assessment, intervention and evaluation which is in keeping with best practice, according to professional guidelines, for several children, young people and families each week.
- Work with children and families to develop meaningful, client-centred goals.
- Offer to pray with each child and family who attend the clinic.
- Ensure that case notes are kept up to date and provide an accurate record of clinical reasoning and observations during each session.
- Provide accurate, detailed reports for families and professionals involved with children.
- Use GAS goals as an outcome measure in order to set and review children's progress.
- Manage the waiting list for the local clinic, including using innovative approaches such as groups and training to help support as many children, young people and families as possible.
- Oversee the purchase of equipment and use of clinic space.
- Take responsibility for your own clinical development.
- Lead in safeguarding and ensure staff follow Growing Hope policy.
- Deal with complaints sensitively and in line with the relevant Growing Hope policy.
- Maintain confidentiality of all children and families seen within the clinic.
- Maintain data protection in line with Growing Hope's information governance policy.

Clinic Management

- Work closely with Growing Hope (national) and ensure the local clinic is following the national policies and procedures and is utilising the support offered.
- Lead the charity and team with prayer and a supportive environment which demonstrates our value of hope – that we believe Jesus brings hope even in the most difficult situations and that underpins everything that we do.
- Recruit and manage staff, freelancers, volunteers and systems in order to enable the clinic to run effectively. Lead team meetings, 1:1s, inductions and training in a professional manner.
- Work closely with Growing Hope (national) to ensure accurate, professional and timely reporting of services, including providing information, checking and submitting the annual report.
- Communicate regularly and effectively with the local trustee board who governs the charity. (This includes attending quarterly trustee meetings and meeting with the Chair of trustees).
- Ensure clinic services meet Growing Hope aim to grow hope for families through utilising staff and volunteers to run regular When Dreams Change courses, Siblings Groups and Circle of Security.
- Link with other community services in order to gain contacts and referrals. (e.g. developing close working relationships with schools and SENDCOs).
- Use time effectively in order to balance the demands of the role, asking for support when it's needed.

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- Excellent time management and organisation skills, responding in a timely and professional manner.
- Able to manage and work closely with a team of professionals, freelancers, volunteers and trustees.

Service Development and Fundraising

As with any therapy service manager, a key part of the Clinic Manager role is service development. This includes pitching development ideas, understanding budgets and where appropriate, and with support, raising funds through a variety of sources.

- Strategically plan and develop the charity's services to support as many children, young people and families as possible in line with the charity's governing document and objectives.
- Demonstrate a good knowledge and application of the charity's budget. Proposing new budgets and spending according to budgets signed off by trustees.
- Oversee the charity's fundraising and ensure that the budget is met (this includes running monthly fundraising sub-committees, recruiting and supporting volunteers to help deliver fundraising, checking and applying for grants and overseeing the delivery of fundraising events).
- Active networking with potential volunteers, staff, freelancers and supporters. This may include approaching individuals with specific volunteering requests, meeting with potential grant providers or contacting local schools.
- Work closely with trustees from different churches and church champions to support community fundraising and church giving to Growing Hope.

Church Accessibility

Enabling accessible church ministry in the partnership church is an essential aspect of the Clinic Manager role. Each Clinic Manager may be required to work on a Sunday, where the need is identified and agreed, in order to grow and develop a volunteer team who can support everyone to access church.

- Receive pastoral and team support as part of the Wells Church staff team, attending staff meetings regularly and contributing to the Church where identified and agreed.
- Build on accessible provision for families with additional needs on a Sunday at The Wells Church, Tunbridge Wells, (for example, running groups, growing and training a volunteer team.)
- Promote accessibility in the local area to the clinic, offering advice, support or resources to other local churches to enable accessibility where appropriate.

Person Specification. 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 the clinical role.
- Commitment to Growing Hope's vision.

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.

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- IT skills – experience of MS Office or Google Workspace
- Excellent communication and interpersonal skills. Ability to communicate in highly complex situations and in hostile or emotive atmospheres.
- An innovative and creative approach.
- Ability to monitor and contribute to clinic budgets.
- Ability to create and action service development plans.
- Excellent organisational skills and attention to detail. Ability to keep records and report progress in a timely manner.
- Interest in or experience of working in the charity/NGO sector.
- Post graduate training in areas relevant to clinical role.
- Ability to deliver core HR advice and manage contracts and day to day clinic tasks.
- Ability to create, implement and monitor systems for effective working across the clinic.

Each local Growing Hope charity runs through collaboration 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 team will coach and develop the new Clinic Manager in their role. On a day to day basis Growing Hope's Services team is available to help support the Clinic Managers as they run the charity. There's a working together agreement with more information about key aspects of the role and partnership.

Tasks/ activities	Growing Hope Tunbridge Wells Chair of Trustees – direct manager on behalf of trustees	Church Leader – pastoral support	Growing Hope – everyday support	Clinical Supervisor -clinical support
Probation/ employment decisions	Decisions made by board of trustees, working in collaboration with Growing Hope national and the church.	May make recommendations to the chair.	Involved in the day to day ensuring that employment standards are maintained.	May make recommendations to GH 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 for recommended use locally. All email newsletter and social media communications are supported nationally.	-
Finances	Responsible for ensuring the charity finances are kept in order.	Church contribute financially to	Growing Hope's Finance Officer supports with Book Keeping and	-

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	Appoints independent examiner. Signs off annual accounts.	Growing Hope each year.	Payroll services, agreed as part of the collaboration. This includes supporting with preparing annual reports. Each Growing Hope local contributes a monthly amount towards this.	
Leave (annual leave/ carers leave/ sick leave)	Responsible for ensuring that leave is suitable and kept informed. (this should not be taken over Clinic Manager days or training unless specifically requested).	Informed regarding leave.	Informed regarding leave.	-
Clinical support/ running the clinic	Informed about the clinic progress. Decides whether the clinic follow template policies, procedures and guidelines for running the clinic day to day. Brings any amendments to these in writing to collaboration partners.	Informed about the clinic progress.	Provides recommended 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 with ex-officio trustee signing off. proposals (only if ex-officio trustee).	Supports with safer recruitment processes, DBS admin as requested by the local charity.	-
Line management of new staff, volunteers and freelancers – full responsibility	Awareness of who is a part of the current team, sign off on new staff.	-	When requested by the local clinic all contracted staff will be provided with clinical supervision by Growing Hope.	-



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of Clinic Manager.				
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 as requested by the local charity.	May from time to time provide additional ideas.

Example working pattern

An example working pattern of a Clinic Manager is as follows. Please note Growing Hope Tunbridge Wells is a flexible employer and is happy to discuss alternative working arrangements.

Five Days a week:

Monday 8:30-18:00	Tuesday 8:30-18:00	Weds 8:30-18:00	Thursday 8:30-17:30	Friday	Saturday	Sunday 9am-1pm
Clinic and fundraising admin day (from home)	Church staff team	Clinic (min of 5 clinic slots per day, aiming to see 7-8 children with a couple of groups)	Clinic (min of 3 slots aiming to see 4-5 children)	Non-working days		Supporting families of children with additional needs to come to church.
	Growing Hope Groups		Management time (could be from home)			

Four days a week:

Monday	Tuesday 8:30-18:00	Weds 8:30-18:30	Thursday 8:30-18:00	Friday	Saturday	Sunday 9am-1pm
Non-working day	Church staff team (half day)	Clinic (min of 5 clinic slots per day, aiming to see 7-8 children with a couple of groups)	Clinic and fundraising admin day (from home)	Non-working days		Supporting families of children with additional needs to come to church.

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	Management admin time (could be from home)	Growing Hope Groups (16:00-18:30)			
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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).