

## **JOB DESCRIPTION**

<b>Role:</b>	<b>Temporary Part-time Deputy Manager</b>
<b>Hours:</b>	<b>12 hours per week</b>
<b>Salary:</b>	<b>In a range of £27,668 to £29,051 pro rata<sup>1</sup></b>
<b>Location:</b>	<b>The postholder is expected to attend our Malton office one day a week but the rest of the role can be worked remotely and flexibly</b>
<b>Duration:</b>	<b>12-months, starting September 2021</b>
<b>Reports to:</b>	<b>Chief Officer</b>

1. To be the Designated Safeguarding Officer [DSO], for Community Counselling [CCL] liaising with the CCL Safeguarding Reporting Officer [SRA], and other CCL personnel to help:
  - a. Keep CCL personnel safe:
    - i. Safeguarding against potential risk from clients, including screening referrals and ensuring assessments conducted safely;
    - ii. Ensuring CCL meets health and safety requirements, including carrying out risk assessments of main hub and remote venues;
  - b. Keep CCL clients safe:
    - i. From risk of self-harm/suicide;
    - ii. Risk from others i.e. vulnerable adults and child protection.
2. To assist the Chief Officer in managing staff, volunteers, and sessional practitioners.
3. To help generate additional income through fundraising activities, liaising with the CCL, Communications and Marketing Assistant, to ensure the sustainability of the service.
4. To take on other roles and responsibilities over time as agreed subject to new funding.
5. To deputise for the Chief Officer in their absence

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<sup>1</sup> NJC scale top SO1, current 31