

THE GROUP THERAPY CENTRE

CENTRE DIRECTOR VACANCY

# THE GROUP THERAPY CENTRE

Cambridgeshire's leading not-for-profit group-psychological treatment service. We're a charity commissioned by Cambridge & Peterborough NHS to provide group therapy in Cambridgeshire. We offer therapy for local people experiencing emotional and mental health worries.

Since 1969 we have helped many thousands of people with our specialist psychological service.

## OUR MISSION

At the Group Therapy Centre, we strive to provide an inclusive environment, and we stand against racism or discrimination in any form. Whilst the nature of group therapy means we will engage in and explore difficult conversations and subjects with different points of view, we will not tolerate racism, abuse or discrimination of any kind.

## CORE STAFF

**Alex Cox** - Clinical Lead

**Marilyn Kedwards** - Group Analyst (UKCP)

**Andy Espey** – Current Centre Director

**Nicole Goodman** - CBT Therapist

**Joanne Smith** - Office Manager

## SESSIONAL THERAPISTS

**Eleanor Richards**, Music Therapist, Attachment-Based Psychotherapist (UKCP)

**Gudrun Haraldsdottir**, Group Analyst

**Eleni Yfanti**, Group Analyst (UKCP)

**Stuart Sage**, Group Analyst (BACP)

**Barry Solomons**, Group Analyst (UKCP)

**Roddy McDowall**, Group Analyst (UKCP)

**Dr Sola Osindero**, Group Analyst

**Sukhjot Bains**, Group Analyst B.Ed.(Hons) M.A.T.P.

**Dan Jones**, Group Analyst (UKCP)

**Juliette Walsh**, CBT Therapist

**Sarah Perkins**, CBT Therapist

## SUPERVISORS:

**Ditty Dokter**, Supervisor, **Dan Jones**, Supervisor, **Adrian Jackson**, Supervisor, **Graham McKay**.

Supervisor, **Marilyn Kedwards**, Supervisor, **Jo Edwards Goodman**, Supervisor

## GROUP THERAPY CENTRE BOARD MEMBERS:

**Jenny Jacobsberg** (Chair and Secretary), **John Chaplin**, **Helen Christy**, **Damaris Koch**, **Nigel Uden**,

**Sue Greenland**, **Helen Bull** (Hon Treasurer), and **Ann Hughes**

## The Vacancy - Director of The Group Therapy Centre, Cambridge

The Group Therapy Centre is a long-established, not-for-profit, psychological treatment service, and is unique in providing free and low cost, short and long-term group therapy for a wide range of mental health and personality difficulties.

There is currently a vacancy for the Director of this charitable organisation, which employs 5 people. The Centre Director, 1 part-time Clinical Lead, 1 part-time Group Analyst, 1 part-time CBT therapist and a full-time Office Manager. 12 group analysts and therapists are also involved on a sessional basis in the group therapy provision for Cambridge and the surrounding area.

Currently the Centre runs 18 slow open psychotherapy groups and a programme of Schema, Compassion Focused and CBT groups, mainly in Cambridge with some of the group held online. The Centre works with approximately 155 people every week and sees an additional 5-10 people for assessments weekly. The offices of the Centre are located within the Halls of Downing Place United Reformed Church in Cambridge City Centre.

The majority of our funding comes from the local NHS Integrated Care Board. Together with patient therapy fees and fundraising, the total budget is currently £330,000.

This is a part-time post, 20 hours per week, days to be negotiated with a mixture of office and home working possible. Salary is on the NHS Agenda for Change pay scales, Band 8 b. There is also an attractive benefits package. Applicants will be subject to a DBS check to confirm an applicant's suitability for a role.

The main roles of the Director are:

- **Overall responsibility for the smooth running of the Centre**
- **Securing contracts and grants from central and local government bodies, principally the NHS**
- **Raising other funds to supplement the income of the Centre**
- **Liaising with local health and other relevant organisations**
- **Facilitating new developments in the provision of therapies**
- **Line management of the Office Manager and the Clinical Lead**

Candidates must have the following experience:

1. Management of people and projects, including HR, Finance, Planning and Marketing
2. Writing detailed proposals for the NHS or similar bodies
3. Seeking new sources of funding
4. Therapeutic expertise

And the following attributes:

- Team player
- Decision maker
- Leadership skills
- Networking skills
- Commitment to improving mental health in the community

Please refer to the web site <https://www.grouptherapycambridge.org.uk/> for information about the Group Therapy Centre.

## How to Apply

If you would like to discuss the position with a member of staff, please contact Andy Espey on [andy.espey@grouptherapycambridge.org](mailto:andy.espey@grouptherapycambridge.org) or 07900468812.

If you would like to visit the Centre, please contact Joanne Smith on 01223 357221.

To apply for this position, please send your CV and a letter of application, explaining why you would like to work for the Group Therapy Centre and how you meet the person specifications, along with the contact details of two references which will be taken up post offer, to:

Joanne Smith, Office Manager, The Group Therapy Centre, 3 Downing Place, Cambridge CB2 3EL

[Joanne.Smith@grouptherapycambridge.org.uk](mailto:Joanne.Smith@grouptherapycambridge.org.uk)

Closing date for applications is 9<sup>th</sup> May 2025

## GROUP THERAPY CENTRE

### CENTRE DIRECTOR JOB DESCRIPTION

#### Management

1. To be responsible for the overall clinical and administrative governance of the Group Therapy Centre
2. To maintain good working relationships with the Core Team, sessional workers and trustees
3. To encourage continued personal and professional development of all those working with the Group Therapy Centre
4. To line manage the Office Manager and Clinical Lead
5. To organise regular supervision of core staff and sessional workers
6. To maintain contractual arrangements with Core staff and sessional workers, including annual appraisals of permanent staff and reviews of sessional staff with an appropriate member of the Governing Body, according to the policy handbook
7. To represent the Group Therapy Centre at meetings as appropriate e.g. Integrated Care Boards mental health groups and local mental health and voluntary organisation forums
8. To prepare agenda, papers and minutes for Governing Body meetings in collaboration with the Office Manager and Clinical Lead
9. To work closely with the Chair of the Governing Body and to be accountable to the Governing Body for all aspects of clinical and financial governance
10. To work with the Office Manager and Treasurer on the annual budget
11. To maintain good working relationships and networks with staff of other organisations in the field
12. To attend and participate in weekly Team meetings and fortnightly reflective team meetings
13. To liaise with the Minister and congregation of Downing Place Church

#### Development

14. To maintain the existing contracts, projects and proposals already in process with ICB, ensuring applications/invoices for current ongoing grants are sent in at the appropriate time
15. To continue and possibly expand the provision of training courses, such as the IGA Foundation course and other trainings in group work
16. To explore and follow through new ideas for development with Core Team
17. To liaise with GPs, Community Mental Health Services, CPNs and other local NHS and voluntary mental health services re the perceived needs in the wider community and how the GTC might respond
18. To explore avenues for joint work with other appropriate agencies
19. To work with the Office Manager and Clinical Lead to evaluate the effectiveness of the Service through statistical audit and research
20. To explore the possibility of new funding sources and submit funding applications where appropriate

## CENTRE DIRECTOR PERSON SPECIFICATION

### ESSENTIAL

1. Expertise and training in the field of psychotherapy, mental health and wellbeing concerns
2. An interest in Group work and group therapy along with a sympathy with the philosophy and aims of the Group Therapy Centre
3. Experience of line management of staff team, including sessional workers
4. Ability to represent the Group Therapy Centre to other bodies and to network effectively
5. Ability to service Committees, including preparation of agenda, papers, and writing of minutes
6. Understanding of the principle and boundaries of confidentiality and safeguarding.

### DESIRABLE

7. Proven experience of effective financial governance of an organization, including preparation of an annual budget
8. Experience of coordinating/managing a small organisation or business
9. Good working knowledge of Word, Excel, Outlook and use of internet for communication and research
10. Proven track record of successful grant applications
11. Proven track record in project development – through the cycle of assessment, proposal writing, implementation, review and evaluation
12. Experience of working in the voluntary or charity sector

March 2025