

# CANDIDATE PACK

#ENGAGE

#ENABLE

#EMPOWER



★  
2021  
Winner

GSK IMPACT Awards  
In partnership with  
The King's Fund

## ADULT LEAD

# ABOUT SWEDA

SWEDA is a regional charity supporting people affected by eating disorders across the South and West.

Set up in 1992 by a group of people affected by an eating disorder, SWEDA has since provided a range of services for people struggling with anorexia, bulimia and binge eating.

Our services also provide support to family members and friends engaged in the difficult task of supporting someone close to them. SWEDA is a Pro-Recovery organisation based on the principles of Self-Help. We believe in enabling and empowering individuals, who choose to use our service to aid their recoveries, to live as satisfying a quality of life as possible. We are motivated by the importance of honesty, openness and trust in relationships with all users of the service.

## Our Vision:

To support everyone affected by eating disorders across the South and West.

## Our Mission:

We engage with people affected by eating disorders, including family, friends and carers, by offering hope and enabling access to support services to empower recovery.





# OUR CORE VALUES

Compassionate

Hopeful

Ambitious

Accountable

To our clients and each other

We are pro-recovery, believing that recovery is always possible.

We want the best for our clients and for ourselves.

Holding ourselves and the people we work with to a high standard

We believe that all people:

- Have the right to feel they belong and are valued
- Should have the freedom and opportunity to make well informed decisions
- Have the power to change and manage their lives

We endeavour to provide resources and informal, non-stigmatising services, which reflect the needs of the community.

We encourage people to use SWEDA to seek information, support and guidance in order to enhance their opportunities and make informed choices about their lives through the provision of our Support & Guidance sessions, Counselling, Self-Help Groups, College Project and other services.

We are committed to offering opportunities for those in recovery to gain skills and build confidence.

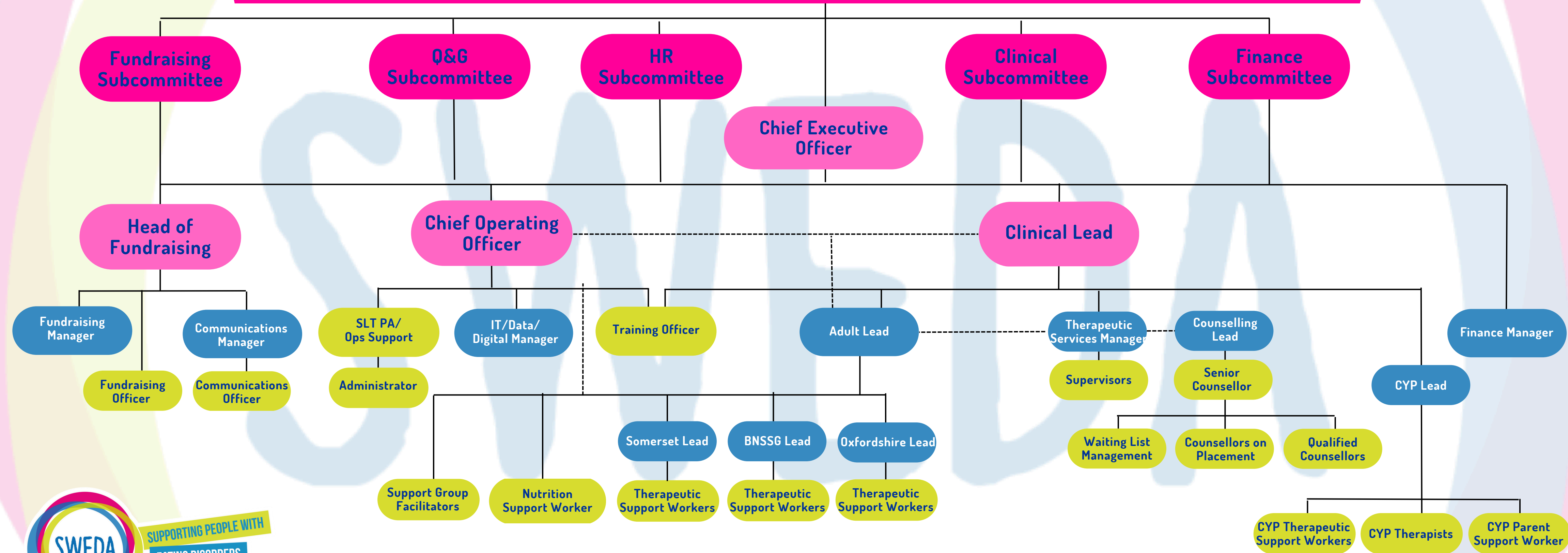


SWEDA is the best place I have ever worked - it is a creative and supportive environment, where everyone has a say and where talents are nurtured

In a recent staff survey, 100% of the respondents agreed that they were proud to be a member of staff at SWEDA



# Trustees/Directors Board



# JOB DESCRIPTION

Job Title:	Adult Lead
Office Location:	Shepton Mallet
Salary:	£45,000 - £47,000 FTE
Hours:	28 hours per week, days to be agreed (Monday-Friday). More hours may become available if funding allows
Contract:	2 years fixed term with a view to extend if funding allows
Benefits:	<ul style="list-style-type: none"><li>Leave: 25 days per annum plus bank holidays (pro rata)</li><li>1 extra day's leave after 5 years' service</li><li>1 day's birthday leave</li><li>Pension: SWEDA contributions – up to 8.5%</li><li>Cash back healthcare package</li><li>Flexible working including some home working</li><li>CPD – 4 x training courses per year plus tailored training</li></ul>

Tackling eating disorders as early as possible is critical to stop them becoming entrenched. The longer they go on, the more serious the impact on health, wellbeing, and recovery

SWEDA is looking for an exceptional Adult Lead, who will play a key role in deputising for the Clinical Lead and leading our team of Area Leads, who are responsible for delivering clinical services to adults affected by eating disorders across the South and West.



# JOB DESCRIPTION

We are looking for a candidate who has the necessary skills and experience to fulfil the following role:

## MAIN DUTIES & RESPONSIBILITIES

### Service Management & Development

#### Management

- Deputise for the Clinical Lead and take part in clinical decision making, including risk assessments and organising next steps, if required
- Provide clinical line management to Adult (18+) Area Leads
- Offer assistance to Area Leads with problem solving and troubleshooting alongside Clinical Lead and Chief Operating Officer
- Assist in implementing new services, systems, processes and protocols across SWEDA
- Liaise with the Chief Operating Officer and Clinical Lead to develop and review appropriate policies and procedures where necessary
- Assist with recruitment and training of clinical staff in conjunction with the Chief Operating Officer and Clinical Lead
- Attend weekly clinical meetings to offer input on caseloads and chair meetings where necessary
- Coordinate and manage safe, professional and accessible clinical services
- Ensure all clinical services are financially accessible to all clients, whilst ensuring the service is cost effective
- Provide clinical guidance in all issues relating to the health, welfare and safeguarding of SWEDA clients, staff members and volunteers
- Identify and develop new service opportunities, working in conjunction with other members of the SWEDA team

#### Client Work

- Where appropriate, conduct assessments to ensure the best plan of action, risk management and appropriate allocation of clients
- Hold small caseload of complex clients
- Ensure any client complaints are investigated and dealt with in line with our complaints policy, in conjunction with the Clinical Lead and Chief Operating Officer

# JOB DESCRIPTION (CONT)

## Training

- Carry out training and develop new training, when required
- Work with the clinical lead to develop a strategic plan of Continuing Professional Development for SWEDA's clinical staff, ensuring essential training is appropriate to the task and up-to-date

## General

- Ensure that SWEDA's services are delivered in accordance with relevant professional standards and ethical guidelines
- Ensure the clinical team provide a holistic and personalised approach to meeting the needs of clients.
- Ensure that the client's needs are considered in all aspects of SWEDA's functioning
- Arrange appropriate external supervision for self
- Support staff and volunteers as required, in line with SWEDA's culture
- Work within the professional boundaries and ethics as outlined by the BACP or other relevant professional body.

## Service Monitoring & Evaluation

- Maintain appropriate record keeping systems in line with contractual and data protection requirements
- Ensure service outcomes and outputs are effectively monitored and evaluated and prepare monthly service statistics working with the Chief Operating Officer and Clinical Lead
- Ensure budgets are adhered to and financial systems maintained
- Provide services against agreed objectives, project indicators, plans and deadlines

## OTHER DUTIES & RESPONSIBILITIES

- Support the aims and objectives of SWEDA
- Maintain a positive working relationship with other team members
- Comply with the culture and policies governing the organisation

## MANAGING SELF

You will need to consider:

- Co-operation - having a positive and co-operative attitude
- Time - meeting agreed deadlines
- Adaptability/flexibility - being open to change and variety in the workplace
- Confidentiality - being respectful of client confidentiality and compliance with SWEDA's Data Protection Policy
- Dependability - being reliable, responsible and dependable; fulfilling obligations
- Initiative - a willingness to take on responsibilities and challenges
- Integrity - being honest and ethical

# PERSON SPECIFICATION

DETAIL	ESSENTIAL	DESIRED
<b>Qualifications &amp; Training:</b>		
Recognised appropriate professional qualification such as therapeutic counselling or psychotherapy qualification (Level 5) or equivalent, OT qualification, nursing qualification, psychologist or similar.	X	
Ongoing membership of relevant professional body.	X	
<b>Experience &amp; Key Skills:</b>		
Three years experience of managing a team of people at a high level.	X	
Understanding of working in a clinical environment.	X	
Ability to make clinical decisions using own skills and knowledge alongside drawing on team experience.	X	
Experience of providing eating disorder support in a clinical setting.	X	
Highly organised and able to multi-task, sometimes under pressure.	X	
Demonstrable skills in cultivating a smooth and effective working environment for all.	X	
An active commitment to developing a diverse workforce and providing opportunities for all staff and clients.	X	
Excellent IT/data/digital skills.	X	
Excellent interpersonal and communication skills including written and spoken English.	X	
Ability to compile meaningful reports to demonstrate performance of the service.	X	
<b>Knowledge:</b>		
Sensitivity towards and understanding of eating disorders and mental health issues.	X	
Understanding of clinical confidentiality and data management of sensitive personal information.	X	
Understanding of Safeguarding in clinical setting including those particular concerns associated with eating disorders.	X	
Understanding of ethics and consent in clinical work.	X	
Experience of working within a Charity/Voluntary Sector organisation.		X
<b>Other</b>		
Holds a full driving license		X



# RECRUITMENT PROCESS

Please apply by completing the application form and returning via email to [admin@swedauk.org](mailto:admin@swedauk.org)

Wednesday 8<sup>th</sup> October (midday): Closing date for applications

Thursday 9<sup>th</sup> October: Applicants informed they have been invited to attend an interview

Thursday 23<sup>rd</sup> October: Informal interview/group exercise and opportunity to meet the SWEDA team followed by candidate's presentation and formal panel interview



SWEDA seeks to attract high quality applications through a fair and effective recruitment process. SWEDA is committed to fostering an inclusive workplace where diversity is valued and equality is actively promoted. We want SWEDA to be a place where different experiences, expertise and perspectives are valued and everyone is encouraged to grow and develop. Our recruitment practices are designed to ensure fair treatment for all applicants, regardless of background, identity, or circumstance. We want our team to represent the diversity of the people and communities we work with so we strive to eliminate bias at every stage of the hiring process and encourage applications from underrepresented groups. Reasonable adjustments are available to support candidates with disabilities or specific needs, and we continuously review our recruitment procedures to uphold best practices in EDI.