



FIRST FORTNIGHT  
THE ART OF MENTAL HEALTH

## Therapeutic Services Manager

### Job Specification

<b>Job Title</b>	<b>Therapeutic Services Manager</b>
<b>Reference</b>	202003TSMFF
<b>Closing Date</b>	<i>April 3<sup>rd</sup>, 5.30pm</i>
<b>Interview Date (s)</b>	April 16 <sup>th</sup> & 17 <sup>th</sup> – Dublin City Centre
<b>Appointment</b>	To be indicated at job offer stage
<b>Location of Post</b>	First Fortnight Head Office
<b>Enquiries</b>	Include contact details for person answering queries  <i>Name:</i>  <i>Telephone number:</i>  <i>Email:</i>
<b>Details of Service</b>	The successful candidate will work as part of the First Fortnight team with responsibility for the management of First Fortnight's services as outlined below
<b>Reporting Relationship</b>	The successful candidate will report to the CEO and/or his/her designated person as appropriate.
<b>Role specification</b>	The Therapeutic Services Manager will be responsible for the provision of a high quality management services with specific responsibility for the management of Adult Services, the coordination of the Social Innovation Fund pilot (Music in Mind Programme), the implementation of the HSE Best Practise Guidelines and other assigned areas of activity as required.
<b>Core Duties and Responsibilities</b>	The Therapeutic Services Manager will be responsible for three core areas of provision:  <b>Adult Service management.</b>  <b>Creative Therapy Adult Service:</b> Specifically, this will include, but may not be limited to overseeing:  <b>Referrals:</b>  First Fortnight will draw on the expertise of the Therapeutic Services Manager with regard to: <ul style="list-style-type: none"><li>• The review of our existing referral systems for our adult service and establishment of systems for the children's creative therapy service and seek advice where appropriate.</li><li>• Establishing new and maintaining existing interagency relationships with partner agency teams.</li></ul>

**Budget and costs.** The Therapeutic Services Manager will:

- Oversee, signoff and present budgets relating to the running of the therapeutic services to the First Fortnight Board.
- Be responsible for submitting the annual reports to the First Fortnight Board and to service funders in addition to managing the annual funding application.

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**Staff management:**

The Therapeutic Services Manager will:

- Oversee the management of all therapeutic services staff.
- Establish a clear line of reporting and ensure that staff are adequately supported and receiving regular supervision.
- Delegate tasks where appropriate to senior therapists and other staff members to ensure that regular research and reporting is being carried out.

**Service operations**

The Therapeutic Services Manager will be responsible for the following work areas:

- Incident management procedure
- Transport for service users
- Communicating with guardians
- Consent
- Premises
- Recruitment

**Outreach and promotion**

The Therapeutic Services Manager will be responsible for:

- The provision of Funder and Sponsor updates and input
- The management of and attendance at the Advisory Panel Working Group
- Undertaking a substantial research and feasibility project in the early stage of the Children's Therapy Service. This will include developing an advisory panel to inform the project in relation to areas including:
  - Establishing age ranges and suitability
  - The therapeutic approach, modalities and therapeutic duration

**Social Innovation Fund Ireland (Music in Mind Programme) responsibilities:**

Over the course of the funding period (3 years) the Therapeutic Services Manager will report to the CEO in relation to the following areas of responsibility:

- Budget Management
- Development of a detailed 3-year business, budget and implementation plan
- Quarterly progress review & financial planning and reporting
- Local coordination of the Music in Mind Programme in collaboration with programme partners

**Implementation of HSE Best Practice Guidelines**

First Fortnight's service provision and advocacy network is core funded by the HSE National Office of Suicide Prevention (NOSP). The Therapeutic Services manager will be responsible for the implementation of the associated processes and reporting through the associated NOSP reporting systems. They will also be responsible for the review, update and development of policies and procedures as required to ensure the clinical governance of all aspects of our therapy services. This will include:

- Governance
- Confidentiality
- Assessment
- Information management
- Legislation compliance
- Safeguarding
- Human resources
- Industrial relations

**This Job Description is not intended to be a comprehensive list of all duties involved and consequently, the successful candidate may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.**

**Eligibility criteria:  
Qualifications and  
experience**

**Qualifications:**

**On receipt of application candidates must fulfil the following relevant qualification and experience requirements:**

- Third Level Graduate in Community and Voluntary Service Management/Community & Voluntary Sector equivalent or Service Provision Management
- Have a minimum of three years full-time post qualification relevant experience

	<p><b>Preferable qualification/demonstrated experience:</b></p> <ul style="list-style-type: none"> <li>• Recognised creative therapy/psychology qualification</li> <li>• Design/implementation of similar/relevant children and young peoples' service</li> </ul>
<p><b>Skills, competencies and knowledge</b></p>	<p>The successful candidate will:</p> <ul style="list-style-type: none"> <li>• Demonstrate evidence of fulfilling the relevant eligibility criteria for the role</li> <li>• Demonstrate knowledge, skills and evidence appropriate to carrying out the duties and responsibilities of the role in line with relevant best practice and standards.</li> <li>• Demonstrate excellent interpersonal skills</li> <li>• Demonstrate understanding / knowledge in effectively implementing the role</li> <li>• Demonstrate a commitment to and the ability to lead on the management and reporting and support requirements of a high quality, person centred service.</li> <li>• Demonstrate the ability to lead on planning and managing the delivery of an optimum service in an effective and resourceful manner</li> <li>• Demonstrate a clear track record in relation to the development, review and management of best practice policies and reporting structures</li> <li>• Demonstrate ability to take initiative and to be appropriately self-directed</li> <li>• Demonstrate the ability to work both independently and as part of a team</li> <li>• Demonstrate track record in the management of supervision requirements for staff</li> <li>• Demonstrate the ability to effectively evaluate and research information and make appropriate decisions</li> <li>• Demonstrate a commitment to ongoing professional development</li> <li>• Demonstrate a strong ability and commitment to local and interagency collaboration</li> <li>• Demonstrate the ability to follow line management directions appropriately</li> <li>• Demonstrate understanding and proficiency in the use of IT systems relevant to the role</li> </ul>
<p><b>Selection Process</b></p> <p><b>Shortlisting</b></p> <p><b>Term &amp; Salary</b></p>	<p>Shortlisting will be carried out on the basis of information supplied in your application. The criteria for shortlisting will be based on the requirements for the role as outlined above.</p> <p>Shortlisted applicants will be called to interview.</p> <p>This is a three-year contract, three day per week with salary range €32,000-€34,320</p>