

Lead Counsellor & Co-ordinator: Emerging Stronger project



Contract type: Fixed-term. 6 months, to be extended to 12 months subject to funding.
Hours: 3 days a week, 22.5 hours.
Salary: £7,740
Location: Elm Park, Filton and from home.

Reports to: Head of Counselling
Key relationships: Counselling Co-ordinator, Emerging Stronger Project Counsellor, Chief Executive

Job purpose

Working closely with our established counselling service to co-ordinate our Emerging Stronger project and to provide counselling or therapy to around 15 clients a week with a wide range of issues in line with the project's aims. The role is initially for six months, with the intention to extend this to the end of 2021 subject to funding.

The Emerging Stronger project is a piece of work specifically to respond to the urgent need for increased availability and access to counselling as a result of the Covid crisis, particularly for the financially disadvantaged. The project aims to provide 6 sessions of counselling/therapy to 166 clients on low incomes in 2021. This will more than double the number of sessions that Network provides to clients on very low incomes.

The co-ordinator aspect of the role will be for approximately one day a week, with the remaining two days in which to deliver an average of 10 sessions a week; a total of 200 sessions of counselling/therapy during the initial six month contract. The balance between the aspects of the role is likely to shift throughout the duration of the project.

Key responsibilities

The co-ordinator aspect of the role will involve:

- Building relationships with local referring groups (eg. churches, foodbanks, community groups) to publicise this targeted service in local areas of social deprivation (Patchway, Southmead, Lockleaze and Filton), and to ensure full uptake of the counselling/therapy on offer.
- Co-ordinate the waiting list for the Emerging Stronger project and work with the Head of Counselling and Counselling Co-ordinator to ensure it sits appropriately with our existing service and waiting list.

- Support the Head of Counselling and existing Coordinator in overseeing the overall clinical pathway and supporting the existing Coordinator with client allocations to Network's team of volunteer counsellors
- Working with the Administrators, Head of Counselling and the existing Coordinator in ensuring all client data is accurate and up to date using Network's processes and information storage systems and taking responsibility for all record keeping related to the project.
- Providing information for reporting to funders and for further funding applications.
- Working effectively with part time colleagues as part of a small team.
- Working with another Emerging Stronger project Senior Counsellor (subject to funding) to ensure all clients who qualify for the scheme are able to access counselling/therapy.

The lead counsellor aspect of the role will involve:

- Undertaking assessments of clients entering Network's counselling service
- Providing one-to-one counselling/therapy sessions on a six-session basis with clients experiencing a wide range of issues.
- Working alongside the Head of Counselling and fellow Coordinator to contribute to clinical decision-making including handling safeguarding issues.
- Maintaining client and session records in accordance with BACP recommended practice, Network policy and GDPR.
- Working alongside the Head of Counselling and Coordinator to review policies and procedures as and when appropriate.
- When necessary, informally supporting Network's student and volunteer counsellors and being a point of contact for advice and guidance.

General responsibilities

- Work within and uphold Network's ethos and values statement. Work with awareness of the importance many clients place on spiritual life.
- Attend professional supervision in compliance with the British Association for Counselling & Psychotherapy's (BACP) minimum requirement and in accordance with Network's policy
- Actively and constructively participate in your own development, line management and team meetings, including formal Continuing Professional Development.
- Work with an awareness of and in compliance with Network's policies and procedures and appropriate legislation, for example data protection and health and safety requirements.
- Support the wider goals and aims of Network Counselling.

Person specification

Essential	Desirable
Qualified at Level 5 Diploma in Counselling or above	
An understanding of the role and principles of counselling supervision	Experience of providing counselling supervision.
Membership of a professional organisation – eg BACP, UKCP, NCS.	
BACP Accredited or equivalent.	
A minimum of 500 hours' one to one counselling/therapy experience.	
Experience of providing time-limited counselling.	Experience of working within an organisational setting as a qualified practitioner.
Awareness of legal and ethical issues surrounding counselling service provision.	
Experience of working with a broad client group and range of presenting issues, including complex mental health problems.	Experience of working in a way that incorporates spiritual aspects.
Awareness of data protection regulations.	
A commitment to and passion for enabling access to counselling/therapy for people on low incomes.	Experience of working within the voluntary sector.
A commitment to inclusive practice.	
Ability to work independently and on own initiative, to prioritise work and to work to deadlines effectively.	
Being comfortable working in an environment in which the language of spirituality and/or religion is sometimes forefront.	To be on own spiritual exploration and journey.
A confident communicator, able to build and maintain good relationships.	
Excellent organisational skills.	
Excellent IT skills, experience of using Excel and Outlook.	Experience of using CRM software
Able to work as part of a small team.	