

CASUAL COUNSELLOR – ADULT TEAM

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Welcome from our CEO

Dear Applicant,

Thank you for your interest in the post ofCasual Counsellor (Adult team) with New Life Counselling.

I believe that in order to make the difference that we do, it is essential to recruit a team of high performing, dedicated staff. In this application pack you can find out more about what it takes to become a key part of the New Life Counselling team.

As a voluntary sector organisation, one of the most important investments we make is in our people.

By embracing the world recognised Investors in People Standard, we have made a commitment to strive towards the very best in people management excellence and to make New Life Counselling a great place to work.

Living to a set of values that are consistent with the philosophies of New Life Counselling has been fundamentally important in supporting and inspiring our people. These values articulate those things that we genuinely believe in – *respect, quality, responsive, integrity.*

For many, this values-driven culture is a key element of what makes New Life Counselling a *special* place to work**.** People demonstrate how they experience the values personally and strive to act as role models, applying them on a daily basis in their relationships both with service users and colleagues; treating people with dignity and respect; supporting people to be involved in their communities; taking responsibility for actions; and being honest, open and accountable. In short, achieving our charitable aims to the highest possible standard.

Our collaborative working style has brought together staff from across departments, and built a strong sense of team identity. We are lucky to have attracted and retained a resilient and talented work force, and have many long serving members of staff - clear evidence that New Life Counselling is a special place to work, with a climate of positivity, characterised by optimism, mutual supportiveness and good humour.

I would like to thank you for your interest in joining the New Life Counselling team.

Yours faithfully,

Norma Patterson

Chief Executive

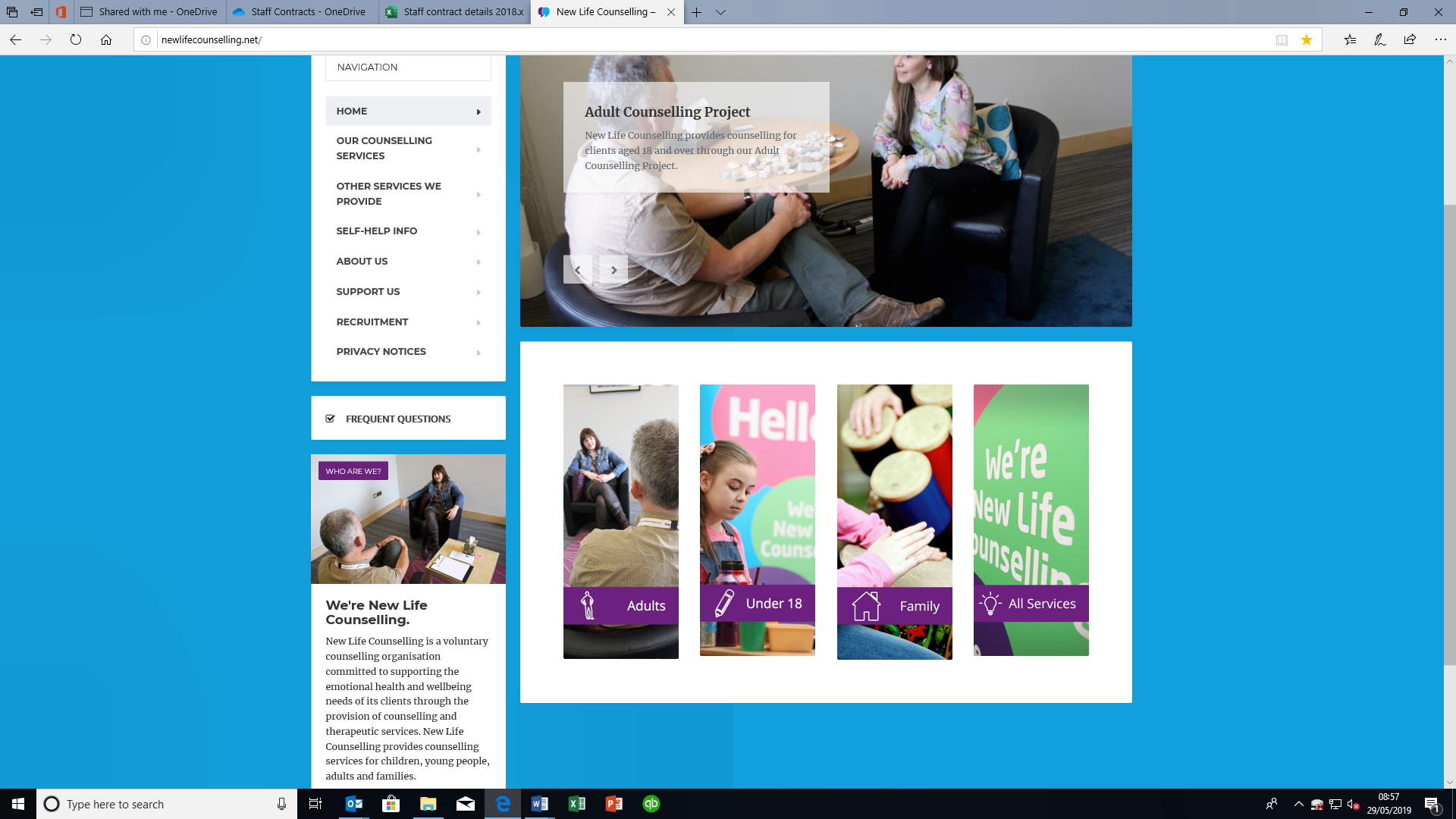
Background Information

New Life Counselling provides friendly and professional counselling services for children, young people, adults and families. We’re a voluntary counselling organisation committed to supporting the emotional health and wellbeing needs of our clients.

Our service is BACP Accredited; an independent award of quality therapeutic provision. Our service provision to clients, staff, volunteers and stakeholders is accountable, ethical, professional and responsive.

The service is open to anyone regardless of gender, age (5 yrs +), religion, sexual orientation, ethnic or cultural background. Our facilities are also designed to promote disabled access and we offer a tailored counselling service for the deaf community.

Please visit our website to find out more about what we do, and the difference that we make <http://newlifecounselling.net/>



The Role: Job Description

**Position:**  Casual Counsellor (Adult team)

**Reports to:** Team Leader

**Rate of pay:** £28.50 per hour

**Job Purpose:**

To work as part of the New Life counselling Clinical Team providing counselling or psychotherapeutic support in line with organisational need and individual skill sets. This could involve work across all age ranges and within a number of settings regionally.

**Job Summary:**

1. To contribute to the work of New Life Counselling in the daily delivery of safe and confidential counselling services.
2. To implement the organisation’s systems, policies and procedures for service delivery.

**Job Requirements:**

**Therapeutic Service Delivery**

* To assess the needs of clients and provide appropriate therapeutic interventions to meet these needs, primarily through one-to one counselling.
* To manage risk and safeguarding issues in accordance with appropriate legal and ethical requirements.
* To maintain records in accordance with recording procedures.
* To regularly attend clinical supervision in accordance with policy and procedures.
* To regularly meet with line manager and make them aware of any issues of concern or risk regarding your clients.
* To be mindful of the policy of confidentiality when undertaking all duties.
* To be willing and able to travel, and to maintain a flexible attitude that will facilitate the capacity to support colleagues at other locations and in other New Life Counselling projects as required.

**Service Quality and Development**

* Ensure BACP Ethical Framework for Good Practice in Counselling and Psychotherapy is adhered to.
* Promote quality assurance in the core values of New Life Counselling in all areas of work.
* Implement monitoring and evaluation systems and procedures to determine client / stakeholder satisfaction levels and service impacts in relation to health and wellbeing indicators.

**General Duties**

* Work within the parameters of the policies and procedures of the organisation.
* Demonstrate commitment to continuous personal and professional development by undertaking appropriate training as required.
* To comply with the relevant legislative frameworks relevant to the work.

Person Specification

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| --- | --- | --- | --- |
| **Casual Counsellor – Adult Team** | **Essential** | **Desirable** | **Assessment Method** |
| **Knowledge & Qualifications** | | | |
| Professional qualification in counselling or psychotherapy (minimum Advanced Diploma or equivalent) | **X** |  | **Application form & Interview** |
| Accredited with BACP, UKCP, IACP, BAT, HCPC or AFT or equivalent  *\*If not yet accredited with approved governing body above, a contracted undertaking that accreditation will be achieved within a 12-month period from commencement* | **X** |  | **Application form & Interview** |
| **Experience** | | | |
| Minimum of 2 years post-qualification supervised clinical practice (accumulating to at least 200 hours post-qualifying supervised practice) | **X** |  | **Application form & Interview** |
| Experience of working with adults in a clinical setting, demonstrated by way of example on the application form | **X** |  | **Application form & Interview** |
| Experience with administrative systems including the use of relevant ICT packages, demonstrated by way of example on the application form | **X** |  | **Application form & Interview** |
| Experience of working with groups of adults in a counselling environment |  | **X** | **Interview** |
| Experience in working with statutory and voluntary agencies |  | **X** | **Application form & Interview** |
| 25 hours’ personal therapy |  | **X** | **Interview** |
| **Skills & Attitudes** | | | |
| Ability to work as a member of a team | **X** |  | **Interview** |
| Ability to maintain strict confidentiality and appropriate boundaries in all matters related to their work | **X** |  | **Interview** |
| Flexible attitude towards working hours to meet clients’ needs and as demanded by requirements of the job | **X** |  | **Interview** |
| Committed to New Life Counselling’s policy of equality of opportunity and respect for diversity. | **X** |  | **Interview** |
| Able and willing to work across New Life Counselling projects as required in designated area | **X** |  | **Interview** |
| Able to travel to meet requirements of the post without reliance on public transport | **X** |  | **Application form & Interview** |
| Willing to undertake an enhanced disclosure check via Access NI before commencement of employment | **X** |  | **Application form & Interview** |

**Short listing will be based on the evidence that you supply on your application form to satisfactorily demonstrate how, and to what extent, you meet the above criteria. The Short Listing Panel will not make assumptions as to your circumstances, qualifications and experience.**

**Desirable criteria may be used for shortlisting. The Organisation reserves the right to enhance criteria at the shortlisting stage.**

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| **Employee Benefits – what we do for you** |

As an employer, New Life Counselling continually strives for excellence. We are a BACP Accredited Service and hold the Investors in People standard.

We believe in getting work-life balance right.

**Our benefits**

* Comprehensive induction training
* Access to internal and external training opportunities.
* 121 Line management reviews
* Annual appraisals
* Continuing professional development
* Coaching & mentoring
* Support for professional development
* Team meeting & Peer Groups meetings
* Study Leave
* Staff away days
* Staff consultation
* Enhanced paid annual leave
* Paid Bank and Public Holidays
* Employer Pension contributions (NEST pension scheme)
* TOIL
* Enhanced Sick Pay
* Enhanced Parental Pay (maternity, paternity, adoption pay)
* Employer Pension contributions (NEST pension scheme)
* Robust policies & procedures
* Long service awards
* Childcare Vouchers Scheme
* Reasonable time off to attend appointments
* Dependents Leave
* Bereavement Leave
* Flexible Working
* Term time working
* Travel expenses
* Laptop/mobile phone provision
* Focus on Staff Wellbeing

How to apply

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY

1. Your application pack contains information about New Life Counselling, the job vacancy and the person required. You should read these carefully.
2. You must complete the application form fully and accurately. If there is insufficient space for your answer, continue on a separate sheet. If typing your application form, the boxes will expand as you type.
3. It is your responsibility to ensure that sufficient information is given on the application form to enable the shortlisting panel to assess your suitability for this post.
4. PLEASE SHOW CLEARLY IN SECTION 6 OF YOUR APPLICATION HOW YOU MEET THE ESSENTIAL AND DESIRABLE CRITERIA

THE SHORTLISTING PANEL WILL REFER TO THIS SECTION WHEN DECIDING WHETHER YOU HAVE PROVIDED SUFFICIENT EVIDENCE TO DEMONSTRATE THAT YOU MEET THE CRITERIA.

Please do not assume that because you have mentioned something in an earlier section of the form, that the panel will accept this as evidence that you meet the criteria. You must clearly describe in Section 6 the example you are relying on to demonstrate your skills and experience. Your application form will not be shortlisted if you do not describe the specific actions **you** took for each example you cite.

1. **Mission, Vision and Values of New Life Counselling**

Employees of New Life Counselling must support its Mission, which is to support people to achieve their personal potential through professional counselling and therapeutic services. All staff must be committed to the Vision of the charity; our vision of the future is one where society actively promotes positive emotional health and wellbeing, gives everyone the freedom to grow and provides access to excellent counselling and therapeutic support services when needed.

New Life Counselling expects all staff to ‘live’ by 4 values, which underpin every aspect of our culture and activities:

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| * *Respect* | The rights, needs and aspirations of those we work with are central to everything we do. Every human being has the right to be treated with respect and dignity. We will provide a safe, inclusive, nurturing and confidential environment for clients, staff and volunteers. |
| * *Quality* | Everyone has the right to receive services that are excellent and meet their needs. We will ensure all of our services and activities are of a consistently high standard and will strive for continuous improvement. |
| * *Responsive* | The needs of the community, those we work with and what is considered best practice, are continually changing. It is vitally important that services reflect these changes. We will constantly reflect on our work and the needs of clients and develop new services and approaches. |
| * *Integrity* | We will demonstrate the highest standards of professionalism, honesty and openness in all aspects of our work. We will consistently do what we say we will, be transparent in our communications and promote professional ethical standards. |

1. **Applications, CV’s and attached sheets:**
2. Applications will only be accepted on the official application form (enclosed)
3. Attached CV’s will not be considered, either in lieu of the application form or in conjunction with it.
4. Attached sheets will only be considered where they are continuation sheets of a section of the application form where insufficient room was available to include all the necessary details.
5. It is the responsibility of the applicant to ensure an email or signed hard copy of the complete forms, together with the completed Equal Opportunities Monitoring Questionnaire, is returned by: **Friday 7 February 2020**
6. Application forms received after this time and date will not be accepted.
7. Under section 8 of the Asylum and Immigration Act 1996, all successful applicants must provide Documentary evidence of their identity for verification and photocopying.

Completed applications should be returned no later than **3pm, Friday 7 February January 2020** to:

The Monitoring Officer

New Life Counselling

25 Ardoyne Road

Belfast

BT14 7HX

Email: [marietheresemerron@newlifecounselling.net](mailto:marietheresemerron@newlifecounselling.net)

**New Life Counselling is an Equal Opportunities Employer**

**Organisational Structure**

