**Job Description & Person Specification**

**Job Title:** Counsellor

**Job Purpose**

To support the delivery of an excellent Youth Counselling Service at Level two, working in partnership with the Project Manager & existing Counsellor. Specifically, this post relates to the delivery of counselling at Level Two, in local schools and possible other venues.

The successful applicant will work with a minimum of 4 clients per week, providing high quality, confidential, time-bound Counselling for young people with significant or complex emotional difficulties in line with BACP guidelines.  Referrals will come from a number of different pathways, including individuals, families, Schools, GP’s & Social Care services. The successful applicant will need to make initial assessments & share anonymised Outcomes with the Project Manager. The role involves working in close liaison with our existing Counsellor, Clients, internal & external staff & other organisations to safeguard young people through a holistic journey.

**Reporting Line**

This post reports to the Level Two Project Manager.

**Specific Tasks**

1. Coordinate all aspects of counselling for your clients at Level Two, in schools and other venues in accordance with current practice as agreed by Level Two Youth Project
2. Further develop & sustain key relationships within Level Two and in schools
3. To remain as a registered member of BACP
4. Develop and nurture relationships with young people that will be supportive, accepting, challenging and appropriate.
5. Ensure you are aware of Safeguarding responsibilities and are clear about what you should do if you suspect that a child, young person or adult at risk is being abused
6. Record progress made by clients towards achieving outcomes
7. Contribute to supporting student counsellors who are placed with the Level Two Youth Project
8. Work with the Project Manager to publicise the work of Level Two for funding and future bids.
9. Identify and develop new opportunities for delivering counselling to young people in Felixstowe.
10. Engage in appropriate CPD keeping informed of relevant developments in counselling, BACP standards, ethical framework and other related matters.
11. To be aware of and adhere to all Level Two Policies and Procedures.
12. Perform other duties that from time to time that may be necessary and compatible with the nature of the post
13. Be prepared to work remotely delivering sessions using remote platforms such as Skype or Zoom; & if necessary be prepared to work from home if appropriate.
14. Proficient use of Word, Excel & PowerPoint
15. Attend Team meetings

**Person Specification**

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| Key Criteria | Essential | Desirable |
| Qualifications and Training | Education to level 3  UK recognised Counselling or Psychotherapy qualification  BACP Registered member | Education to degree level  Post qualification training  Experience of counselling in schools and group work |
| Competence Summary (Knowledge, abilities, skills and experience | Knowledge and understanding of the particular requirements of a young person’s counselling scheme  Sound knowledge and understanding of BACP Code of Ethics  Ability to assess the needs of clients and provide appropriate service for them  Ability to share expertise within the parameters of confidentiality  Ability to manage and respond to demand pressures on service  Ability to lead and work as a member of a team Excellent communication and interpersonal skills  Ability to plan and develop systems with knowledge of Microsoft Packages. | Understanding of the role of other relevant/complementary agencies    Experience of working in partnership with families, voluntary sector, and other agencies  Experience of working in/with schools  Work with young people with eating disorders or issues relating to self-harm  Ability to deliver training  Experience of line management  Previous experience of client work / youth work |
| Work Related Personal Requirements | Flexible approach to working practice. Some evening, weekend and school holiday time work may be occasionally required.  Enthusiasm for developing all aspects of the service  Willingness to continue training and personal development |  |
| Other Work Requirements | Commitment to Equal Opportunities  Commitment to the protection and safeguarding of children, young people and vulnerable adults  Full current driving license | First Aid Training  Food and Hygiene Certificate |