

**Job Description**

**College Counsellor and Project Lead**

Post: College Counsellor and Project Lead (1 year fixed term contract until 14th July 2023)\*

Grade: SO1

Hours: 28 hours per week, 39 weeks per year to cover term times

Responsible to: Head of Student Services, Guidance

Base: HCUC

*\*There may be an extension to this contract, subject to funding being available.*

**MAIN SCOPE OF THE POST:**

HCUC is looking to appoint a professional, experienced, self-motivated and pro-active college counsellor. The successful candidate will need to be able to deliver therapeutic counselling sessions and engage with our most vulnerable students. Appropriate counselling experience, ideally working with young people, is essential. You will also contribute towards the HCUC Mental Health and Wellbeing Strategy, raise awareness of mental health across the college, work with relevant agencies and support the development of a proposed trainee counselling service with placements at HCUC.

Candidates must hold BACP Accreditation, UKCP Registration, or equivalent registration with HPC/ BABCP/ BPS/ BPC as a Counsellor/ Psychotherapist/ Counselling Psychologist, along with suitable experience to provide supervision to trainee counsellors. Applicants who do not meet the requirements for professional accreditation/registration will not be considered for this post.

**DUTIES PERSONALLY PERFORMED:**

* Provide one-to-one and group short term counselling sessions for vulnerable students.
* Liaise with HCUC Student Support Teams to identify students who would benefit from accessing counselling.
* Manage, coordinate and where required supervise the Counselling Trainee placements (once established).
* Work with agencies to enhance mental health and wellbeing support across HCUC.
* Support the delivery of mental health awareness in tutorials and cross college events.
* Deliver staff training to raise awareness of mental health support.
* Maintain confidentiality of records and meetings with students and respect all users of the service.
* Where appropriate refer Safeguarding concerns to the appropriate College Safeguarding Teams.
* Undertake any other duties commensurate with this job role which may reasonably be required by the College.

**Further Education is an ever changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work. This job description will be reviewed annually during the appraisal process and will be varied in light of the business needs of the College.**

**College Counsellor and Project Lead**

**Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **How Assessed\*** |
| **Qualifications** |  |  |  |
| BACP Accreditation, UKCP Registration, or equivalent registration with HPC/ BABCP/ BPS/ BPC as a Counsellor/ Psychotherapist/ Counselling Psychologist | **** |  | AF/Cert |
| * Clean driving licence and own personal transport |  | **** | AF |
| **Knowledge and Experience** |  |  |  |
| Experience of counselling young people (age 16 – 25) | **** |  | AF/IV |
| Experience of working with trainee counsellors |  | **** | AF/IV |
| Ability to work effectively with and relate to people from a wide variety of backgrounds | **** |  | AF/IV |
| Experience of working with young people to support their mental health | **** |  | AF/IV |
| Ability to identify mental health concerns and refer on to appropriate external agencies | **** |  | AF/IV |
| Ability to build and maintain good relationships with external and internal partners | **** |  | AF/IV |
| * Ability to motivate and influence young people to achieve positive outcomes | **** |  | AF/IV |
| * An understanding of the importance of, and commitment to, Equality and Diversity | **** |  | AF/IV |
| * Good understanding of Safeguarding/Prevent | **** |  | AF/IV |
| * Good IT skills | **** |  | AF/IV |
| Some knowledge of local support agencies |  | **** | AF/IV |
| **Other Skills and Personal Qualities** |  |  |  |
| * Excellent interpersonal skills | **** |  | AF/IV |
| Excellent communication skills, both written and verbal | **** |  | AF/IV |
| Good listening skills and ability to empathise | **** |  | AF/IV |
| Ability to remain calm and focused in a crisis | **** |  | IV |
| Good administrative/organisational skills | **** |  | AF/IV |
| * Responsible, reliable and able to work flexibly without direct supervision | **** |  | AF/T |
| * Ability to work effectively as part of a team | **** |  | AF/IV |
| * Professional approach to work and ability to set a good example to students | **** |  | AF/IV |
| * Ability and willingness to travel between HCUC campuses if/when required | **** |  | AF/IV |
| * Willingness to work flexibly when required including some evenings and weekends | **** |  | AF/IV |
| **Competencies**  *Support staff should be able to demonstrate competency in all of the following areas:*  Communication; Planning and Organising  Working Together; Customer Services; Adaptability/Flexibility |  |  | AF/IV |

Key to how skills are assessed:

Cert = Certificate AF = skill assessed via application form

T = skill assessed via test/work-related task IV = skill assessed via interview