

Adviza – Time to Talk Bucks

JOB DESCRIPTION: Counselling Co-ordinator

JOB TITLE: Counselling Co-ordinator	GRADE/SALARY: D
REPORTS TO: Counselling Service Manager	HOURS OF WORK: 22.2 Hours p.w.

Adviza is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

JOB PURPOSE

To support and enable a team of volunteer counsellors to provide an effective counselling service to the young people in Buckinghamshire as part of the service provided by Adviza.

To ensure service delivery is coherent and linkages are made between the counselling service and the wider Adviza teams to avoid duplication and maximise the benefit to service users.

To be aware of and implement the Adviza vision and values and understand how they affect the role of Counselling Co-ordinator

MAIN DUTIES AND RESPONSIBILITIES

- To promote, co-ordinate and develop the counselling service for young people in Buckinghamshire.
- To accept referrals from Adviza, young people and multi-agency partners.
- To work effectively with schools, colleges, other training providers and community groups to establish agreements to provide access to counselling information and support for young people.
- To provide robust recruitment, induction, support, training and management supervision of counselling volunteers.
- To provide appropriate line management supervision and clinical supervision, where applicable and training of volunteer counsellors engaged by Adviza and partner agencies.
- To ensure the counselling offered is in line with established guidelines and procedures in accordance with British Association of Counselling and Psychotherapy (BACP) and Adviza policies and procedures.
- To ensure that all counsellors have access to appropriate clinical supervision and training.

MAIN DUTIES AND RESPONSIBILITIES

- To work with Adviza team to plan, deliver and evaluate a comprehensive training programme for paid staff, volunteers and partners across Buckinghamshire.
- To work with the wider Adviza personal Adviser team and partner agencies to effectively support young people, through the sharing of good practice and joint initiatives.
- To provide counselling sessions as agreed with the Counselling Service Manager for 3-8 hours per week to maintain professional practice.
- Participation in evening sessions and/or weekend work will be required.
- To maintain appropriate IYSS records and produce written reports as required by Adviza.
- To undertake all training recommended by Adviza within the required timescale.
- Actively keep abreast of professional counselling knowledge, developments within the Adviza community and across education and the young people's agenda.
- Undertake other relevant duties that may from time to time be reasonably required appropriate to the role.

SCOPE OF JOB

- Line manage a team of up to 30 counselling volunteers
- Co-ordinate 'High Wycombe' counselling base
- Co-ordinate 'High Wycombe' area schools

Date:

Signature:

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KEY CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS, TRAINING AND EXPERIENCE	<p>Level 4 Counselling Qualification</p> <p>Substantial experience of counselling young people</p> <p>Experience of working as part of a counselling service either as a volunteer or paid member of staff</p> <p>Extensive knowledge and understanding of the BACP Code of Ethics</p> <p>Ability to develop effective relationships with other professionals and volunteers in the interests of young people.</p> <p>Ability to develop effective relationships with young people.</p> <p>Understanding of the issues which affect young people</p> <p>Up to date knowledge of Child Protection legislation and procedures</p> <p>Working with young people within an equal opportunities/ diversity framework</p> <p>Effective communication skills</p> <p>Good working knowledge of Microsoft Office</p>	<p>Level 5 Counselling Qualification, Counselling Supervision Qualification</p> <p>Line management experience of volunteers or paid staff</p> <p>BACP (or similar Accreditation (or working towards accreditation)</p> <p>Experience of working with statutory and voluntary organisations supporting young people and educational institutions</p> <p>Experience of assessment tools and planning and monitoring outcomes</p> <p>Knowledge of using databases, CRM, IYSS etc</p> <p>Experience of training and group work delivery</p>

KEY CRITERIA	ESSENTIAL	DESIRABLE
	<p>Evidence of an ongoing commitment to training and personal development</p> <p>Ability to work on own and as part of a team</p>	
<p>COMPETENCE SUMMARY (Knowledge, Abilities, Skills, Experience)</p>	<p>Ability to engage and work effectively with a range of agencies and organisations from voluntary, private and statutory sectors. A commitment to partnership working</p> <p>Excellent inter-personal skills, including presentation, communication and networking skills</p> <p>Excellent organisational skills, including ability to prioritise and meet agreed deadlines.</p> <p>Ability to think creatively & adopt innovative ways of working.</p>	<p>Evidence of the ability to motivate volunteers by communicating new ideas and approaches.</p> <p>Knowledge and understanding of the Adviza/Time to Talk strategy and the local context.</p> <p>Ability to communicate with young people and involve them in decision making.</p>
<p>WORK-RELATED PERSONAL REQUIREMENTS</p>	<p>A team worker able to establish excellent relationships with colleagues and to work with them in order to deliver high quality services.</p>	

SPECIAL FACTORS
<ul style="list-style-type: none"> • Must hold a valid UK driving licence and have access to a vehicle for use for business - must be prepared to travel mainly within Buckinghamshire, and occasionally nationally and regionally. • Prepared to work 'out of office' hours in order to respond to demands of the role. • Share with Adviza, the commitment to safeguarding and promoting the welfare of children and young people.