

Job Title: Counsellor Co-ordinator (Northamptonshire)

Reports to: Student Achievement and Wellbeing Manager

Direct Reports: Volunteer Counsellors

Hours: 0.37255 18 hours per week, 36 weeks (Northamptonshire)

Overall Responsibilities:

- To address the mental well-being needs of students, co-ordinate provision of appropriate college support through volunteer Counsellors, and referral on to specialist external agencies, where necessary
- Based within Student Services you will be responsible for providing confidential, short-term professional support for student counsellors on placement.
- Contribute to the development of an integrated and accountable service within Student Services and across the Northamptonshire sites, as led by the Student Achievement and Wellbeing Manager.
- Develop and deliver a support programme for the Counselling student volunteers by monitoring, supporting and assessing their work placement across the Northamptonshire sites in line with the BACP guidelines for trainee placements.
- Assess individual learner needs and allocate the appropriate volunteer counsellor to support the learner.

Main Duties:

- Actively develop and plan the service provision to include assessing students using agreed methodology, assessing risk, allocating appointments and arranging appropriate caseloads for volunteer counsellors and individual supervision.
- To manage an active caseload of students, including those with complex needs.
- To work collaboratively and develop and maintain relationships and networks, attending relevant meetings with external support services, making referrals/signposting as appropriate if the college counselling is not appropriate.
- Assist in publicising and promoting the counselling and information and advice services at Fresher's Fair and Induction and update resources on the Student Services website.

- To ensure that confidential and concise records are kept and maintained in line with the British Association of Counselling Professionals (BACP) guidelines whilst being mindful of the compliance with the General Data Protection Regulations.
- To ensure that safeguarding issues are appropriately dealt with/reported and where appropriate referrals made in line with the College's policies.
- To manage confidentiality in a professional manner and ensure that the boundaries of the provision are understood by students.
- To analyse the data collected and produce reports regarding access to the provision, making recommendations as appropriate.
- Maintain high standards of service and work within the BACP's ethical framework of good practice.
- Effectively utilise referral systems e.g. Additional Learning Support and work with the wider College employee body e.g. Personal Achievement Tutors/Teaching Staff and the Student Services team to ensure a holistic approach and positive relationships.
- To assist in policy development and monitoring and updating associated documentation e.g. self-help materials relating to mental health and related topics ensuring full compliance with relevant legislation i.e. QAA guidelines, Equality Act that they are up to date in terms of new theories and evidence based practice.
- To participate in the Annual Performance Development Review Process.
- To actively support equality and diversity and inclusion policies of The Bedford College Group.
- Working within the Health and Safety at Work Act, the post holder has a legal duty to take reasonable care for Health and Safety both for themselves and others who may be affected by their actions.
- Other duties as commensurate to the post.

Statutory duties:

- **Safeguarding**

To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns in line with College procedures.

- **Equality and Diversity:**

To be responsible for promoting equality and diversity in line with College procedures.

- **Health and Safety:**

To be responsible for following health and safety requirements in line with College policy and procedures.

- **Training and development:**

To participate proactively in training and development including qualification development required in the job role.

Date prepared: November 2019

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	Essential	Desirable
Qualifications/ Training	<ul style="list-style-type: none"> • Good all round level of education to include Maths and English to GCSE (Grade A – C) or equivalent level (level 2) • Level 4 Diploma in Therapeutic Counselling. • Accredited Member of the British Association of Counselling Professionals (BACP). • Evidence of recent continuing professional development. 	<ul style="list-style-type: none"> • Level 6 Certificate in Therapeutic Counselling Supervision
Knowledge/ Experience	<ul style="list-style-type: none"> • Demonstrable knowledge of Equality and Diversity • Counselling experience/background post qualification • Experience at working with young people in a counselling setting. • Experience of the application of safeguarding policies and procedures. • Experience of working within the FE/HE education setting and knowledge of the issues affecting students and how to respond to them. • Experience of time-bound 1:1 counselling and the delivery of group sessions to adhere to positive outcomes. • Experience of attending supervision and providing supervision support for others. • Has experience of:- <ul style="list-style-type: none"> • undertaking counselling assessments • risk assessment, providing support in crises and managing emergencies • working in a busy multi-disciplinary team. • dealing with difficult situations or 	<ul style="list-style-type: none"> • Understanding of Child and Vulnerable Adult protection (Safeguarding Agenda) and the willingness to increase knowledge • Working knowledge of brief work approaches/interventions including cognitive behavioural therapy (CBT).

	<p>confidential matters according to policy and procedures, referring to others where necessary and appropriate.</p> <ul style="list-style-type: none"> • using CORE and/or other outcome measures 	
<p>Skills/Abilities</p>	<ul style="list-style-type: none"> • • Have a good working knowledge of external services and key agencies • Being a self-motivated organiser with experience of effectively working as part of internal and external teams. • Good communication skills – written, verbal and non-verbal • Ability to adapt services and systems to meet students' needs and to identify ways of improving standards and actively promoting services. • Report writing 	