26

**EYE TO EYE**

**COUNSELLING SERVICE**

**Counsellor**

**5 Posts**

**Closing Date**

**21st July 2022**

**Interviews July 27th and 28th 2022**

**We expect a large number of applicants for these posts, therefore please accept our apologies in advance but we will only contact those applicants shortlisted for interview.**

**Please return all applications to:**

**Tina.rees@RCTCBC.GOV.UK**

Safeguarding Statement

Eye to Eye is committed to safeguarding and protecting children and young people. All our posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks.

We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across our service.

All staff are expected to abide by our policies.

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### About Eye to Eye Counselling Service

Eye to Eye is an incorporated charitable organisation working across RCT and other Local Authority areas since 1995. The charity is managed by a Board of Trustees and has both employed and voluntary staff.

The charity offers a confidential counselling service to young people between the ages of 7 and 30 years, our service can be accessed face to face or online.

All employed counsellors are professionally qualified, highly skilled and possess an excellent level of interpersonal skills. Our counsellors are motivated and enthusiastic about working with adults, young people, and children. All our counsellors have registration status with the BACP, are fully insured and receive supervision in line with the BACP guidance.

The charity offers managed and supervised, voluntary placements to counsellors who wish to develop their skills working with young people. We also have a close working relationship with local colleges and universities offering placements to student counsellors.

All our student and volunteer counsellors are monitored and supervised in line with BACP and if applicable, the recommendations of their course.

Once inducted into the service the charity provides continued professional development across a range of issues and to all staff.

Eye to Eye is an organisational member of the BACP with additional membership to the Children and Young People’s Division. We are organisational members of ACTO ensuring our online work is in line with current policy. We work in partnership with the voluntary and statutory sector organisations across South Wales.

SOMETIMES.......................we all need someone to talk too

This pack contains the information for the following posts.

1. School Counsellor 25.5 hours term time only 39 weeks. Permanent post subject to funding
2. Temporary School Counsellor 32 hrs x 39 weeks for 1 academic year.

We have 3 Posts available. These posts are open to fully qualified and experienced counsellors or student counsellors with relevant experience.

1. College Campus Counsellor.

### Job Description

(RCT) Eye to Eye Counselling Service

**JOB DESCRIPTION: SCHOOL COUNSELLOR.**

**JOB TITLE** SchoolCounsellor

**HOURS OF WORK** As per post selected below

**CONTRACT PERIOD**  As per post selected below

**PAYMENT** See scale points for each position

**HOLIDAYS** Equal to 5.6 working weeks pro rata

**PENSION** 5% Employerif applicable

**DEPARTMENT:** SchoolCounselling

**RESPONSIBLE TO:** Board of Trustees and the Head of Service for the Charity

# Positions Available

**Post 1: 25.5 hours schools counselling 39 weeks permanent subject to funding ( ref POC1)**

Salary will be dependent on experience and will be between £26,975 to £28,226

Scale point 21 to 23

You will be a fully qualified Counsellor qualified to level 4 diploma, post graduate or degree level, with evidence of further professional development. You must be confident to work on your own as a professional counselor but also as part of our Eye-to-Eye team. You will have experience of supervised practice.

This is a 25.5-hour post worked over 4 days per week term time only.

Days to be agreed at interview

You will provide predominantly school-based 1:1 therapeutic counselling support for children and young people predominately within school settings.

You will be flexible and versatile in your approach, willing and able to carry out supported group workshops, when necessary, within the school. You will be able to move between schools to support your colleagues in their counselling work.

You will provide counselling assessments for young people as well as act in a consultative capacity to staff at the school supporting the Whole School Approach, by offering guidance as and when necessary to better identify and support learners with emotional health and wellbeing difficulties.

Evidence of supervised practice is essential, and one reference must be your current supervisor.

The ability to work with younger children and those with special needs will be an advantage.

You will be expected to perform all your counselling duties within the BACP, Ethical Framework for the Counselling Professions and Eye to Eye service standards, policies, and procedures.

You will be required to hold a full driving licence for this post as travel will be necessary between schools.

The job is subject to our safer recruitment procedures, references will be checked, and an enhanced DBS check will be carried out on every successful applicant prior to being placed within a school setting.

**Post 2: 3 x School Counsellors 32 hrs x 39 weeks (ref POC2)**

**Posts are for 1 academic year**

**Fully qualified and student counsellors may apply.**

Fully qualified counsellor £26,975 to £28,226 depending on experience scale point 21 to 23 pro rata

Student Counsellor £25,419 to £26, 446 depending on experience

We have three posts available as school counselors. The posts can be for qualified counselor who wishes to develop their skills in working with young people or student counselors starting their careers within counselling.

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Days of work are 5 days per week.

The post may continue after the academic year subject to funding. You will be supported by a team of professional counselors

We are also able to consider student counselors who are in their final year of training. You will work with our professional experienced team and be supported to develop your skills. You will be offered continuous professional development and supervision in line with your college requirements.

You will provide predominantly school-based 1:1 therapeutic counselling support for children and young people in school settings and occasionally on a peripatetic basis in other schools across RCT.

You will provide counselling assessment for children and young people and if qualified act in a consultative capacity and offer guidance to other professionals enabling them to better identify and support learners with emotional health and wellbeing difficulties.

You will be expected to perform counselling duties within the BACP, Ethical Framework for the Counselling Professions and Eye to Eye service standards, policies, and procedures.

You will be required to hold a full driving licence for this post as travel will be necessary between schools.

The job is such that we will be following all safer recruitment procedures and an enhanced DBS check will be carried out on the applicant.

**Post 3: College Campus Counsellor** (term time only) **ref (POC3)**

£26,975 to £28,226 pro rata depending on experience, plus travel expenses between campus

This post is for 32 hours term time ( 39 weeks) with a start date of September 2022

It is a pilot post working in partnership with Coleg Cymoedd.

Initially this post is for 1 academic year but if successful there may be potential for this to become a more permanent post.

The successful applicant will provide a professional counselling service to young people aged 16 plus across 4 campus sites situated in Rhondda, Nantgarw, Ystrad Mynach and Aberdare

Travel expenses will be paid.

You will be expected to be a fully qualified Counsellor to Post graduate or Degree level, with evidence of further professional development. You will provide predominantly college -based 1:1 therapeutic counselling support for young people in a college setting working peripatetically across the 4 campus sites. You will provide counselling assessment for young people as well as act in a consultative capacity and offer guidance to other professionals enabling them to better identify and support learners with emotional health and wellbeing difficulties.

To perform counselling duties within the BACP, Ethical Framework for the Counselling Professions and Eye to Eye service standards, policies, and procedures.

You will be required to hold a full driving licence for this post as travel will be necessary between schools.

The job is such that we will be following all safer recruitment procedures and an enhanced DBS check will be carried out on the applicant.

# RESPONSIBILITIES

# For All Posts

* To deliver counselling to young people registered in secondary education in RCT.
* To manage complex client issues and work in partnership with other agencies to ensure best fit services and client welfare.
* To work alongside the college staff to ensure young people have timely access to counselling services
* To manage college waiting lists and assess young people referred into the counselling service.
* To promote the counselling services for young people, through posters, assemblies and staff and parent meetings within the college .
* To confidently deliver college led group work or support sessions to young people or children alongside other team members.
* To liaise with parents and other specialist services where appropriate and/or necessary for the young person.
* To understand and follow direction protocols for safeguarding young people. Or any child protection concern that will have an impact on your work as a counsellor.
* To maintain up to date client records, and input data for monitoring purposes.
* To collect and collate client evaluation and outcome data in respect of the service delivered and distance travelled.
* To complete and submit in a timely manner all necessary documentation, counsellor timesheets, travel expenses and paperwork to the charity.

The Charity

* To attend all staff meetings and take an active part in the development of the service.
* To work flexibly across the geographical area of work remaining in contact with the charity during working hours.
* To attend and actively take part in all supervision sessions including the completion of all necessary records.
* To be actively aware of GDPR and Health and Safety responsibilities
* To be responsible for the safe keeping of all resources and equipment provided by the charity.
* To actively develop your knowledge and understanding through reading BACP journals and counselling publications.
* To act in a way befitting a professional counsellor and not undertake any action that is against your professional code of ethics and standards.
* To undertake such other duties identified by the management team, as may be appropriate to the organisational needs.

**QUALITY ASSURANCE**

* Ensure compliance with Eye to Eye’s policies and procedures.
* Ensure all client data is not viewed or shared without consent outside the organisation.

* Always ensure compliance with Eye to Eye’s safeguarding procedures
* To ensure client evaluations are completed
* Ensure that ongoing professional development is maintained.
* Ensure membership, registration or accreditation with a professional body is maintained and up to date
* Ensure behaviour is such that it does not reflect badly in any way on the reputation of the charity.
* Ensure all statements on behalf of the charity to school, media or partners are directly from the management of the charity.

**NATURE AND SCOPE**

The post holder will be working alongside and in partnership with Coleg Cymoedd,

The post holder will deliver college counselling in a professional and ethical manner.

The post holder will be able to work creatively using various tools and workbooks.

The post requires the ability to work on one’s own and the ability to develop the skills of others to carry out your work.

The post holder must be able to work as part of the Eye to Eye counselling team and provide an efficient and effective service to the college and the Charity.

### Person Specification

### Post 1 School Counsellor 25.5 hrs x 39 weeks.

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| Permemnat post subject to funding | **Essential** | **Desirable** |
| Education, Qualifications and Specialist Training | Level 4 Diploma or above/ Post Graduate/ Degree Qualification in Counselling    BACP Membership and Registration/ Accreditation  Supervised practice. | Play training and experience in working theraputically with young children.  Intergrative approach  Working towards accreditation.  Diploma in supervsion |
| Knowledge and Skills | An understanding and commitment to working within the guidelines of the BACP Ethical Framework for the Counselling Profession.  Ability to work as an individual and part of the team.  Knowledge of counselling procedures and practices when working with young people and children within a counselling context.  Skills to work creatively, combined with counselling interventions.  A good knowledge of the current legislation and rights relating specifically to young people and children.  Knowledge and understanding of IT systems.  Good oral and written communication skills.  Knowledge of Safeguarding and procedure, the effects on the counsellor and client  Knowledge of GDPR and the protection of data and information relating to clients.  Knowledge of other legistlation relevant to working with the rights of the child. | Up to date knowledge of Word and Excel.  The ability to speak Welsh, desirable but not essential.  The ability to work with younger children and those with special needs will be an advantage |
| Experience | Evidence and experience of previous and regular counselling supervision.  Experience of working in safeguarding situations.  Ability to be flexible in the approach used to best suit the clients needs.  The ability to use creative tools.  Ability to liaise with family members (where appropriate to do so).  Experience of time limited session delivery.  The ability to resolve issues as they arise within a counsellingsetting with staff, clients and parents. | Experience of Counselling Online  Experince of working with children and those with special educational needs. |
| Requirements | Ablity to drive and have a clean licence and access to a vehicle.  Awareness of confidentiality issues.  Ability to work diversely with young people.  Sensitivity, but able to be firm when necessary.  The ability to work flexibly and adapt to the requirements of the charity when required.  Able to work effectively with people from a range of backgrounds and age groups.  Able to work under pressure.  Able to complete timely statistical data and other required paperwork and maintain computer records.  The ability to be flexible and adaptable to work in non-designated schools when required.  Approachable and warm, with a good sense of humour and possess a natural desire to work within the 7 to 19 age range.  Confidence to work in partnership with other professionals representing the charity, their client and the counselling profession. | Able to work as part of a group supervisory team.  Open to training that suits the need of the charity and its work. |

### Person Specification

### Post 2. Qualified or Student Counsellor. Temporary role subject to funding

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| Temporary post but may become permenant subject to funding | **Essential** | **Desirable** |
| Education, Qualifications and Specialist Training | Level 4 Diploma or above/ Post Graduate/ Degree Qualification in Counselling  Student counsellor in final year of study to level 4    BACP Membership | Play training and experience in working theraputically with young children.  Intergrative approach  Working towards registration if a student cousnellor  Working towards accreditation if qualified  Diploma in Supervision |
| Knowledge and Skills | An understanding and commitment to working within the guidelines of the BACP Ethical Framework for the Counselling Profession.  Ability to work as an individual and part of the team.  Knowledge of counselling procedures and practices when working with young people and children within a counselling context.  Skills to work creatively, combined with counselling interventions.  A good knowledge of the current legislation and rights relating specifically to young people and children.  Knowledge and understanding of IT systems.  Good oral and written communication skills.  Knowledge of Safeguarding and procedure, the effects on the counsellor and client  Knowledge of GDPR and the protection of data and information relating to clients.  Knowledge of other legistlation relevant to working with the rights of the child. | Up to date knowledge of Word and Excel.  The ability to speak Welsh, desirable but not essential. |
| Experience | Evidence and experience of previous and regular counselling supervision attendance in line with BACP guidelines.  Experience of working in safeguarding situations.  Ability to be flexible in the approach used to best suit the clients needs.  Have a good level of understanding of the limitsof your own expereicne and liase with other cousnellors in the best interest of the client.  The ability to use creative tools.  Ability to liaise with family members (where appropriate to do so).  Experience of time limited session delivery.  The ability to resolve issues as they arise within a counsellingsetting with staff, clients and parents. | Experience of cousnelling online  Experience of working with young children of those with special educational needs. |
| Requirements | Able to drive and have a clean licence and access to a vehicle.  Awareness of confidentiality issues.  Ability to liaise withothers to resolve issues.  Sensitivity, but able to be firm when necessary.  The ability to work flexibly and adapt to the requirements of the charity when required.  Able to work effectively with people from a range of backgrounds and age groups.  Able to work under pressure.  .  The ability to be flexible and adaptable to work in non-designated schools when required.  Approachable and warm, with a good sense of humour and possess a natural desire to work within the 7 to 19 age range.  Confidence to work in partnership with other professionals representing the charity, their client and the counselling profession. | Able to work as part of a group supervisory team.  Ability to manage school waiting lists effectively.  Open to training that suits the need of the charity and its work.  Able to complete timely statistical data and other required paperwork and maintain computer records  Ability to work diversely with young people. |

### Person Specification

### Post 3 College Campus Counsellor

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| Temporary ofr one academic year but possibility of permenant employment. | **Essential** | **Desirable** |
| Education, Qualifications and Specialist Training | Level 4 Diploma or above/ Post Graduate/ Degree Qualification in Counselling    BACP Membership and Registration/ Accreditation  Supervised practice.  Ability to work with young people aged 16 Plus. | Intergrative approach  Working towards accreditation.  Diploma in Supervision |
| Knowledge and Skills | An understanding and commitment to working within the guidelines of the BACP Ethical Framework for the Counselling Profession.  Ability to work as an individual and part of the team.  Knowledge of counselling procedures and practices when working with young people within a counselling context.  Skills to work creatively, combined with counselling interventions.  A good knowledge of the current legislation and rights relating specifically to young people  Knowledge and understanding of IT systems.  Good oral and written communication skills.  Knowledge of Safeguarding and procedure, the effects on the counsellor and client  Knowledge of GDPR and the protection of data and information relating to clients. | Up to date knowledge of Word and Excel.  The ability to speak Welsh, desirable but not essential. |
| Experience | Evidence and experience of previous and regular counselling supervision.  Experience of working in safeguarding situations.  Ability to be flexible in the approach used to best suit the clients needs.  The ability to use creative tools.  Ability to liaise with family members (where appropriate to do so).  Experience of time limited session delivery.  The ability to resolve issues as they arise within a counsellingsetting with staff, clients and parents. | Experience of cousnelling online  Experience of working with young people with special educational needs. |
| Requirements | Ablity to drive and have a clean licence and access to a vehicle.  Abulity to manage own caseload  Ability to travel for work 4 college areas.  Awareness of confidentiality issues.  Ability to work diversely with young people.  Sensitivity, but able to be firm when necessary.  The ability to work flexibly and adapt to the requirements of the charity when required.  Able to work effectively with people from a range of backgrounds and age groups.  Able to work under pressure.  Able to complete timely statistical data and other required paperwork and maintain computer records.  The ability to be flexible and adaptable to work  Approachable and warm, with a good sense of humour and possess a natural desire to work within the 16 plus age range.  Confidence to work in partnership with other professionals representing the charity, their client and the counselling profession. | Able to work as part of a group supervisory team.  Open to training that suits the need of the charity and its work. |

### Recruitment Process & Timetable

**APPLICATIONS MUST BE RETURNED TO**

**Tina.Rees@rctcbc.gov.uk**

Please read this pack carefully, only candidates that are confident about the role should complete and return this application .

**The closing date for this round of application is 14th July 2022**

Short-listed candidates will be advised by telephone and e- mail and advised of the arrangements for formal interview.

### Response Instructions

**How to apply**

Please completethe application form below. For monitoring purposes please complete the equal opportunities form.

Please ensure you state clearly the post you are aplying for in the application below.

**The Application:**

Only e - mail applications will be accepted

Do not supply additional material as you may be asked for this at a later date if necessary **.**

**References:**

References will be taken up post interview stage for the sucessful candidate.

You will be notified that we intend to do this.

The post is subject to the return of your references and an enhanced DBS check.

**As this is a counselling post our requirements for references are as follows**.

One reference must be from your current or previous employer or someone who can comment on your abilities in a work context.

The other reference must be from your current counselling supervisor.

**Equal Opportunities:**

Eye to Eye is committed to making appointments on merit by fair and open processes, taking account of equal opportunities.

JOB APPLICATION FORM

PRIVATE AND CONFIDENTIAL

Please complete all sections in black ink or typescript

Please read the whole information pack before completing this form

CV’s will not be considered

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| --- | --- | --- | --- |
| **Post(s) Applied for**: |  | **Closing Date**: | 5.30pm  Thursday 14th July 2022 |

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| --- | --- | --- | --- |
| **Surname:** |  | **First name:** |  |
| **Address:** |  | **Email:** |  | |
| **Telephone** |  |  |  |
| **Counselling Supervision Experience/ Hours**  **Name of Supervisor and qualification**  **Are you accredited with the BACP? YES**  **NO**  **Are you registered with the BACP? YES**  **NO**  **Are you accredited with any other professional organisation?**  **BACP or other Membership Number.**  **Are you a member of any Professional Organisation (please state)?** | | | |

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| **Present or Most Recent Post** | |
| **Name of Employer:**  **Address** | |
| **Start Date:** | **End Date:** |
| **Job Title:**  **Salary:**  **Hours of work.**  **Main Responsibilities:**  **Reason For Leaving:**  **Period of Notice Required by Employer:** | |

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| **Do you hold a full driving licence and have access to a vehicle for work?** |

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| --- | --- | --- | --- |
| **Employment History**: In chronological order from most recent  Please include any relevant unpaid work & account for any gaps in employment | | | |
| **Dates**  **From:** | **To:** | **Name of employer** | **Position held/ summary of duties** |
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| **Higher Education and Professional Training including Counselling Qualifications** | | | |
| **Dates**  **From:** | **To:** | **College/Institution** | **Qualification/Training attended** |

**Please read the person specification before completing the information below**

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| **Person Specification** |
| Please read the person specification(s) carefully. Please provide clear evidence of how you meet each of the requirements on the relevant person specification. *You may continue supplementary sheets.* |
| **Anything else to add:** Is there anything else that you would like to tell us in connection with your application. |

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| Due to the nature of our work with children, young people and vulnerable adults, all posts within Eye to Eye are subject to Disclosure and Barring Service checks. Please note that the receipt of a form showing previous convictions/cautions /warnings will not automatically exclude someone from becoming a member of staff/a volunteer Previous criminal recordswill be considered in relation to their relevance to the work/placement applied for, the circumstances of the offence and the length of time elapsed since the offence.  If you have any concerns about this part of the application form, please contact the Head of Service |
| **Rehabilitation of Offenders Act (1974)** |
| Please give details of any unspent convictions, cautions, reprimands, or warnings. |
| **Protecting Children** **& Young Adults** |
| Are you aware of any police enquires undertaken following allegations made against you, which may have a bearing on your suitability for this post? *If yes please give details:* |

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| **Additional Information** |
| DBS: Curent DBS number  Date of last check  Have you ever worked for Eye to Eye before in a paid or voluntary capacity?    **If YES, please give details**  Do you need a work permit to take up employment in the U.K |

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| --- | --- |
| **Referees:** Please give details of two people that we may contact for references one of whom should be your current or most recent employer. | |
| **Reference 1** | **Reference 2** |
| Name | Name |
| Organisation | Organisation |
| Address | Address |
| Postcode | Postcode |
| Contact Tel | Contact Tel |
| Mobile | Mobile |
| Email | Email |
| Relationship to you | Relationship to you |

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| **Declaration** |
| I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal. I understand these details will be held in confidence by the Company, for the purposes of ongoing personnel administration and payroll administration in compliance with the General Data Protection Regulations. I undertake to notify the Company immediately of any changes to the above details.  Given the nature of the job for which I have applied, I understand that any offer of employment will be subject to information on my criminal record being disclosed to the Company by the Disclosure and Barring Service.  Signed:  Printed:  Date: |

**Return completed Application and Equal Opportunities Monitoring form**

**By email to:** [**Tina.Rees@rctcbc.gov.uk**](mailto:Tina.Rees@rctcbc.gov.uk)

**EQUALITY & DIVERSITY MONITORING FORM**

**PRIVATE AND CONFIDENTIAL**

Eye to Eye is committed to ensuring that all aspects of its services are accessible to the whole community. In order to monitor the implementation of our equal opportunities policy, all volunteers, management committee members and staff are asked to complete the details below. Completion of all or any part of this form is voluntary, but we hope that you will feel able to provide the information requested as this is central to our monitoring procedures. These forms will not be used in any selection process and are strictly for monitoring purposes only.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of Completion** |  | **Application Candidate No**  (For office use only) |  |

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| --- | --- |
| **Gender**  **(Please tick all that apply)** | Female  Male  Nonbinary  Intersex    Prefer not to say \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  If you prefer to use your own gender identity, please write it in here:  Is the gender you identify with the same as your gender registered at birth. |
| **Age**  **16-24**  **25-29**  **30-34**  **35-39**  **40-44**  **45-49**  **50-54**  **55-59**  **60-64**  **65+**  **Prefer not to say** | |
| ***Asian or Asian British***  Indian  Pakistani  Bangladeshi  Chinese  Prefer not to say   Any other Asian background, please write in:      ***Black, African, Caribbean, or Black British***  African  Caribbean  Prefer not to say  Any other Black, African, or Caribbean background, please write in:  ***Mixed or Multiple ethnic groups***  White and Black Caribbean  White and Black African  White and Asian  Prefer not to say  Any other Mixed or Multiple ethnic background, please write in:    ***White***  English  Welsh  Scottish  Northern Irish  Irish   British Gypsy or Irish Traveller  Prefer not to say  Any other White background, please write in:  ***Another ethnic group*** | |

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| **How would you describe your sexual orientation? (Please tick one)** | | | |
| Heterosexual  Bisexual  Gay  Lesbian  Asexual  Pansexual  Undecided or Please write in \_\_\_\_\_\_\_\_­­­­\_\_\_\_\_\_\_\_\_\_ | | | |
| **Do you consider yourself to have a disability or health condition?** | Yes | No | Prefer Not to Say |
| **What is the impact or effect of your disability or health condition on your work?** | | | |
| **Do you have caring responsibilities, please tick all boxes?**  **None**  **Primary carer of a child/children (under 18)**  **Primary carer of disabled child/children**  **Primary carer of disabled adult (18 and over)**  **Primary carer of older person**  **Secondary carer (another person carries out the main caring role)**  **Prefer not to say** | | | |