



## Children & Young People's (C&YP) Counsellor (Part time)

(Job Reference Code: TNL508C)

### Job Description

<b>Hours:</b>	15 hours per week. Funded until 31 <sup>st</sup> September 2026 Flexible to suit project requirements, including possible evening/ weekend hours.
<b>Lunch:</b>	Half an hour unpaid lunch
<b>Salary:</b>	£24,170.55 per annum, pro-rata for 15 hours
<b>Holidays:</b>	29 days and statutory bank holidays, pro rata.
<b>Location:</b>	Post will be delivered from Head Office, outreaches, online and by telephone
<b>Line manager:</b>	Leanne Cross, Projects Manager

### Overview of the Role

To manage referrals, organise counselling sessions and deliver outcome focused, child-centred, time limited counselling.

Paramount for delivery of the service is client confidentiality and Client/Counsellor safety. Referrals are made directly into the Dove Service (TDS) Head Office (HO) and details provided to the Counsellor for him/her to arrange appointments to suit the client and the Counsellor availability.

To manage his/her own diary and take responsibility for completing daily information on the Dove Service electronic diary and client database.

To complete all project administration, including evaluation & assessment tools, case studies and client stories, to support impact measurement as appropriate to the project, in line with service requirements.

To complete appropriate case notes, ensuring details are kept securely, confidential, and are

available to TDS, as and when required.

To provide information to Management, as required, and to ensure adherence to project outcomes, milestones and timescales.

## Detailed Responsibilities

### Counselling

1. To provide counselling to C&YP, as required, within the boundaries of the contract.
2. Maintain ethical supervision as required by TDS and BACP.
3. To adhere to the latest BACP Ethical Framework for Good Practice and to work in an ethical manner within TDS.
4. To attend, or provide information for, any multi-agency meetings in support of C&YP as required.

### Other

1. Ensure adherence to all legislation surrounding C&YP.
2. Ensure all H&S and Safeguarding Legislation and processes are complied with at all times.
3. The role holder must be adaptable, flexible and willing to take on new challenges as needs are identified, and as they arise, as an absolute essential requirement of the post.
4. To engage with CPD relevant to your position within this project.
5. To adhere to the policies and procedures of TDS and influence their development as appropriate and as required.
6. To act as an Ambassador for TDS and to be professional in all his/her activities for the organisation.
7. Carry out any other activities that may be reasonably requested by the Projects Manager, other Managers or Trustees.

April 2021