

Centre for Wellbeing

Role Description: Counsellor on Placement

Responsible to: Senior Counsellor

Time Commitment: 9am to 5pm (or equivalent as agreed) one day a week during term time for the academic year 2024-2025

Main purpose of the role:

The counselling service at the Centre for Wellbeing has a well-established Trainee and Honorary placement counsellor scheme and is part of a vibrant team of counsellors and mental health practitioners promoting, motional, psychological, and physical health for students supporting retention, achievement, and satisfaction.

The service provides counselling to support all students, whatever their background. We welcome applicants from different theoretical orientations and diverse backgrounds.

The role offers counsellors the opportunity to gain experience of counselling in a team within Higher Education.

Main duties and responsibilities

1. Deliver brief (3-6 sessions) therapeutic counselling, with flexibility for a rare longer-term contract where appropriate, for to up to 5 clients a day.
2. To be adaptable to provide therapeutic counselling face to face or by webcam. (Telephone and online voice only is optional).
3. Adhere to the BACP Ethical Framework.
4. Attend supervision regularly (it is usually possible for supervision to be delivered on your counselling day and is provided free and in-house).
5. Bring any ethical concerns to supervision.
6. Inform your supervisor of any issues of risk to clients or safeguarding concerns.
7. Discuss and agree any correspondence to be sent out or extenuating circumstances forms with your supervisor before sending.
8. Familiarise yourself with other services available within the university to enable effective signposting and support for students.
9. Keep counselling records, uploading session notes, emails, and forms on to CORE.

10. Dress appropriately to this professional role and bearing in mind health and safety. The Centre maintains a smart casual dress code.
11. Commit to attending the placement on a weekly basis, arranging holidays and other activities outside placement time. ****Please note, the university works on a semester basis and does not have half term holidays****
12. Discuss with your supervisor in advance any changes to the time commitment.
13. Placement counsellors are required to attend an Induction at the start of the academic year (26th & 27th September 2024). Dates for further training will be provided nearer the time and includes a substantial programme of free training in Essential Skills for Counselling in Higher Education, with a certificate of attendance.

If you would like experience in conducting One At A Time (single session) counselling you will be provided with training and supervision and allocated appropriate clients once you and your supervisor consider that you are ready. This is entirely optional.

Recording for study purposes is permitted, subject to signed client consent.

Person specification

- A counsellor who has completed at least one year of training and has completed a year of client one to one therapeutic counselling (over 50 client hours) or a counsellor who is working towards professional accreditation.
- Has adequate personal support such as personal therapy
- On a recognised BACP/UKCP/BPS course with membership of BACP/UKCP/BPS
- Clear DBS check and successful references
- Has a Professional Indemnity Insurance policy.

As the nature of the role is temporary and on a voluntary basis, there is no commitment by the University with regard to salary or any expenses incurred in connection with this attachment.

COVID-19: The University follows the guidelines for COVID 19 provided by the government. As this is a changing picture it is difficult to predict how this might affect a placement in 2024/25; therefore, we expect placement counsellors to be flexible to accommodate changes in COVID-19 guidelines which may include aspects of the placement being online – interviews, induction training and client counselling; consequently, placement counsellors must be competent to work online.

Kate Brady – Senior Counsellor

Richard Carroll – Placement Co-ordinator