

## **Job Description**

**Title:** Regional Counsellor

**Summary/Purpose:** Responsible for undertaking counselling sessions on a one-to-one or group basis to support clients in identify their individual needs and barriers to learning and progression. Maintaining and developing external working partnerships to share best practice, signposting clients and to facilitate workshops encouraging further education on well-being for all learners

**Reporting to:** Business Manager

**Supervising:** N/A

### ***Duties and Responsibilities:***

#### **Specific**

- Adhering to the BACP Ethical Framework for Good Practice in Counselling & Psychotherapy
- Displaying all values and personal moral qualities in line with the BACP Ethical Framework.
- Working within the ethical principles of the BACP good practice in counselling.
- Accountable for undertaking group and individual counselling therapy sessions, face to face or remotely via telephone or appropriate digital platforms.
- Responsible for agreeing a counselling contract with each learner to determine session content.
- Establishing a relationship of trust and respect with learners, through active listening and empathy.
- Responsible for supporting clients, without bias, towards a deeper understanding of their concerns and to make decisions and choices.
- Working in partnership with external organisations, in relation to signposting, referrals, and organising talks / workshops.
- Designated Safeguarding Officer responsibilities and duties.
- Responsible for actively promoting the service.
- Develop, facilitate and co-ordinate group training sessions for learners and employees.
- Recording and maintaining records, meetings and other associated documents, in line with data protection and confidentiality arrangements.
- Maintain occupational competencies and personal development through; attending supervision; training and networking events.
- Effectively work with the delivery teams in supporting learners address barriers to positive progression.
- To support the business and centres with other activities as required.
- Provide guidance, support and advice to all learners and staff, as appropriate.

#### **General**

- To ensure security of company assets
- To comply with all company policies and procedures
- To comply with the companies safeguarding policy & procedure
- To comply with Equal Opportunities Legislation and be proactive in challenging prejudice, discrimination and stereotyping.
- To implement in full the Company's quality policies and procedures.
- To consult the Company Health and Safety Policy with regards to their specific responsibilities as described in the general arrangements section
- To give consideration to their actions at work as to how they may affect the safety of Learners, clients and visitors to Company premises
- Support and demonstrate the organisations core values
- Ownership mindset. Demonstrates accountability and reliability, taking responsibility for own actions and timely achievement of KPI's.

- Co-operate with all staff to achieve a healthy and safe workplace and reporting any risks identified, at the company's or others premises, to the designated Health and Safety Officer.
- Other duties that may be identified from time to time by the Company.
- Attend relevant training / personal development programmes

### **Person Specification**

|                                        | <b>Essential</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Desirable</b>                         |
|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| <b>Experience &amp; Qualifications</b> | A recognised diploma or degree in Counselling.<br>Experience of working with young people and adults in a counselling setting.<br>A member of the BACP or equivalent.<br>Full driving licence.                                                                                                                                                                                                                                                                                                                                                                    | Accredited member of BACP or equivalent. |
| <b>Skills</b>                          | Self-management skills and ability to work independently.<br>Strong planning, IT and organisational skills<br>Excellent communication and interpersonal skills.<br>Adhere to deadlines in information sharing.                                                                                                                                                                                                                                                                                                                                                    | Fluent in Welsh                          |
| <b>Knowledge</b>                       | To be able to work using an Integrated approach.<br>Knowledge and understanding of the BACP or BABCP Code of Ethics.<br>Knowledge of CORE or equivalent outcome measures.<br>Ability to share expertise within the parameters of confidentiality.<br>Safeguarding and Prevent knowledge and understanding                                                                                                                                                                                                                                                         | Knowledge of training industry.          |
| <b>Characteristics</b>                 | Empowers others<br>Demonstrates a passion for learning<br>Demonstrates a commitment to inclusion<br>Fosters growth by proactively improving processes and practices<br>Values and personal moral qualities in line with the BACP Ethical Framework<br>Self-motivated, self starter<br>Flexible in approach<br>Reliable & passionate about making a difference<br>Willingness to undertake supervision monthly.<br>To be an advocate for, and positively promote the organisation<br>Ability to travel to various centres at short notice based on business needs. |                                          |