

Information for Applicants

Job title: HERE Counsellor & Co-ordinator

Location: South Cumbria – This role involves working remotely and face to face (Covid - allowing) in Barrow/Millom.

The main office is based in Carlisle.

Hours: Full time – 5 days (37.5hrs)

Salary: £29,577 (Annual)

Contracts: Fixed term contract for 6 months

Additional Benefits:

- A pension contribution of 6%
- Annual Holiday entitlement of 28 days FTE (4 weeks plus 8 bank holidays)
- Additional 6 days (FTE) at Christmas – specific dates confirmed each year dependent on when the Christmas period falls and business needs
- Length of service increments (holidays)

Driving

- A current driving licence and access to own transport is required for this role.
- This post requires you to have the appropriate ‘business use’ insurance in place as occasional business use of your car is required to carry out tasks, such as (but not limited to) the following:
 - travel to client or business meetings
 - running business errands during the day
 - travel between different People First business sites
 - transporting colleagues/volunteers/members/clients or business contacts, for example, to business meetings, AGM, or self advocacy groups
 - making deliveries or collections
 - carrying extra equipment

Counselling specific

- BACP / UKCP registered (or equivalent)
- ICO Registered
- Personal insurance



Who we are

People First is a registered charity and company limited by guarantee, providing a wide range of support and information services across the North of England, aimed at helping people to live informed, respected, healthy and fulfilled lives. We have been delivering services for 30 years and have a deep understanding of our communities and the unique challenges they bring. We also deliver People First Services, a registered charity, the object of which is the relief of people with learning difficulties and /or autism/ other vulnerabilities. Our Head office is based in Carlisle, supported by offices in Barrow and Lancashire as well as staff working remotely across West Cumbria.

The Department

The HERE Counselling Service forms part of People First's 'Education, Research and Inclusion' (ERI) Department. The ERI Department hosts a wide range of projects focussed on education, personal development and inclusion and works with both adults and children.

HERE Counselling Service

People First HERE Counselling works from a humanistic philosophy. We view people holistically, in the belief that people are essentially good and that the potential for change in our lives is ever present. The humanistic approach focuses on feelings; encouraging people to take responsibility for their thoughts and actions with a view to self-development and reaching potential. All our counsellors work from this philosophical foundation.

Our counsellors are trained in a range of integrative modalities including

- Cognitive Behavioural Therapy.
- Attachment theory
- Couples therapy,
- Gestalt therapy,
- Person Centred theory
- Psychodynamic theory,
- Psychotherapy,
- Relational theory
- Self-Object theory
- Transactional analysis,
- Trauma informed therapies (including Adverse Childhood Experience [ACE] work).

All of our counsellors and senior staff involved in the project are qualified and registered as active practitioners with the British Association for Counselling and Psychotherapy (BACP) or/and UK Council for Psychotherapy (UKCP), providing supportive, developmental and ethical frameworks for practice. They are also registered individually



with the Information Commissioner's Office (ICO) for data protection purposes and hold their own individual practitioner insurance.

The Person

We are seeking a qualified, registered, self-motivated counsellor to join our team of psychotherapists, who will work with people referred to HERE with a variety of presentations, including Long Covid. The person for this post will be locally based and knowledgeable about their community. As with any counselling, longer term issues may be revealed and signposting will occur where there are appropriate available agencies able to offer support. We will be working closely with Lancashire and South Cumbria Integrated Care System.

The person will be able to assist with the development of the HERE Counselling Service and provide some co-ordination support to the Director of ERI and HERE. They will also join the other therapists for a monthly peer support network meeting.

The person will be trained and experienced in the use of zoom for counselling as well as face to face work.

Qualifications

Integrative counsellors/psychotherapists / psychotherapeutic counsellors Level 5-7 .

Essential Skills, Knowledge and Experience

- The person must be qualified and registered as an active practitioner with the British Association for Counselling and Psychotherapy (BACP) or/and UK Council for Psychotherapy (UKCP) or equivalent.
- They must be registered individually with the Information Commissioner's Office (ICO) for data protection purposes and hold their own individual practitioner insurance. They will be conversant with NICE guidelines.
- The counsellor will have had at least 450 hours of practical face to face therapy experience with clients.
- The ability to work well in partnership with other organisations and individuals.
- A good level of IT skills and the ability to use a range of digital platforms including Microsoft Teams, ZOOM and social media platforms.
- The ability to record, analyse and evaluate data accurately.
- A commitment to equal opportunities and anti-discriminatory practice.
- Full driving licence and own transport and willingness to travel across the County.
- Ability to assist in the co-ordination and development of the HERE Service

Desirable requirements:

- Experience in networking and promoting through social media.
- Experience in engaging with partners in the local community.
- Experience of collaborating in partnership working/ co-production.

- Knowledge of services and opportunities in South Cumbria.
- Willingness to represent HERE on appropriate local groups.

Duties will include:

- Providing face to face and remote counselling that is covid-aware.
- Keeping up to date records in accordance with ICO and PF principles and practice.
- Liaising with local community partners to raise profile of HERE Counselling Services.
- Attending local and county wide fora to ensure HERE has full representation on relevant bodies in conjunction with Director of ERI.
- Offering relevant information and signposting to clients who may need alternative services, or who have come to end of their counselling sessions with HERE
- Advertising the HERE Counselling Service and assisting with information for future funding bids.
- Ensuring that regular feedback is collated and actioned.
- Writing reports and gathering data for monitoring purposes.
- Supporting the Director in the development of the project.
- Ensuring the safety of clients involved in HERE in line with People First safeguarding policies and procedures, with support from the safeguarding lead.
- Adhering to People First's published policies and procedures.

Other Duties

The duties outlined above are not intended to be exhaustive and may change as the needs of the organisation alter in line with current agendas. Due to the developing nature of our organisation, we require staff to remain highly flexible in their approach, and work to meet the changing needs of the projects.

Supervision

Our counsellors are provided with supervisory support in line with their individual requirements stated through BACP and UKPC. PFIA will pay for one professional supervisory session per month. Our counsellors will engage in all other People First related training and support opportunities.

The Appointment

Applications must include:

- completed application forms A & B
- the supporting information should be no longer than 2 sides of A4

People First is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo a



DBS check and any other safeguarding checks as appropriate to the post. The appointment will be subject to the satisfactory outcome of these checks.

One referee should be the applicant's current or most recent employer. Please note that references will not be accepted from relatives or from people writing solely in the capacity of friends. References will be sought on the successful candidate following the interview process however; we may approach previous employers for information to verify particular experience or qualifications, prior to interview. The appointment will be subject to the receipt of satisfactory references.

All candidates invited to interview must bring documents confirming any educational and professional qualifications referred to in their application form. Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body. Where the successful candidate has worked or been resident overseas in the past five years, we will carry out such checks and confirmations as may be required in accordance with statutory guidelines.

All candidates invited to interview must also bring with them:

- A current passport (if you do not hold a current passport, or you do not hold a British passport, then further evidence will be required as proof of the right to work in the UK)
- Driving Licence – photocard
- Official documentation evidencing your current address (e.g. utility bill, bank statement)
- Where appropriate, any documentation evidencing a change of name (e.g. marriage certificate)

All applications should be clearly marked:

Confidential –HERE Counselling Post.

And emailed to recruitment@wearepeoplefirst.co.uk for the attention of Mr Barry Munro-Berry

The closing date for applications is 9am on Monday 3rd May 2021.