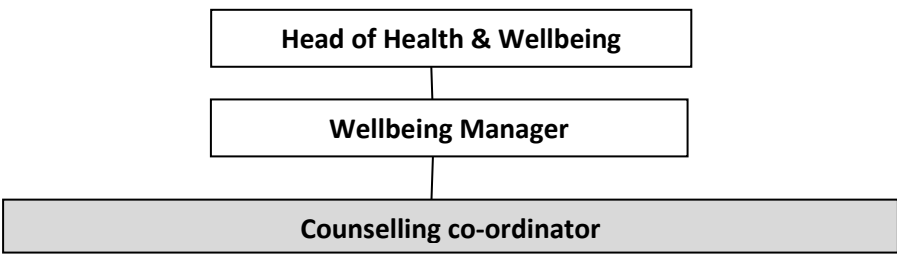


<b>Job title</b>	Counselling Coordinator	<b>Department</b>	Health and Wellbeing
<b>Position reports</b>	Wellbeing Manager	<b>Position is responsible for</b>	Student and volunteer counsellors
<b>Location:</b> Patchway and Kingswood with some home working			
<b>Main purpose of job:</b> Responsible for student volunteer counselling programme.			
<b>Position in Organisational Structure</b>			
 <pre> graph TD     A[Head of Health &amp; Wellbeing] --- B[Wellbeing Manager]     B --- C[Counselling co-ordinator]     style C fill:#ccc           </pre>			
<b>Length of contract:</b> Fixed Term to 31 <sup>st</sup> March 2024		<b>Salary:</b> £13.63 per hour 15 hours per week	

<b>Main duties</b>
<ul style="list-style-type: none"> <li>• Triaging new referrals to identify which are suitable for student or volunteer counsellors</li> <li>• Matching referrals to suitable student or volunteer counsellors</li> <li>• Offering ongoing support to student and volunteer counsellors.</li> <li>• Managing ongoing referrals to other providers/services</li> <li>• Inducting new student counsellors and volunteers</li> <li>• Ensuring HR paperwork and DBS checks are complete for student counsellors and volunteers</li> </ul>

**Last updated:** March 2023

**Date of next review:** March 2024