

### Person Specification – Counselling Co-ordinator

	<b>Essential unless stated</b>
<b>Education &amp; qualifications</b>	<ul style="list-style-type: none"> <li>▪ A Diploma in counselling (HE Level 2 or NQF level 5)</li> </ul>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>▪ A minimum of 2years post qualifying counselling experience</li> <li>▪ Conducting clinical assessments.</li> <li>▪ Overseeing student councillors, providing operational support</li> <li>▪ Working with mental health problems.</li> <li>▪ Supervision of counsellors</li>   <li>▪ Triaging new referrals to identify which are suitable for counselling service.</li> <li>▪ Managing referrals to other providers/services.</li> </ul>
<b>Job Related Skills</b>	<ul style="list-style-type: none"> <li>▪ Ability to maintain confidentiality</li> <li>▪ Ability to work independently and on own initiative, prioritising work and meeting deadlines</li> <li>▪ Excellent organizational skills and attention to detail.</li> <li>▪ Significant experience of working with Word and Outlook and digital client management systems.</li> </ul>
<b>Personal Skills &amp; values</b>	<ul style="list-style-type: none"> <li>▪ Excellent communication and interpersonal skills and the ability to generate effective working relationships with a variety of stakeholders,</li> </ul>
<b>Working conditions</b>	<ul style="list-style-type: none"> <li>▪ Occasional evening and weekend work</li> <li>▪ Support for organisational events</li> </ul>

**Last updated:** March 2023

**Date of next review:** March 2024