**Senior Counsellor - Job Description**

**Reports to:**  Counselling Coordinator

**Salary:** £29,250 (pro rata)

**Working Hours:** 15 hours a week split over 2 or more days, including one evening.

Some flexibility in working hours are needed in this role and there is potential for hours to increase.

**Holiday Entitlement:** 29.5 days a year plus Bank Holidays (pro rata)

**Location** Kinergy, Mary Carpenter House, Kingswood Foundation Estate, Britannia Road, Bristol, BS15 8DB

**Probationary Period:** 6 months

**Details of Role:**

Kinergy is a specialist counselling agency offering support for survivors of sexual abuse and sexual violence. We provide trauma informed counselling, group therapy and a support group for survivors and their family/friends /partners.

Kinergy is seeking an experienced senior counsellor to support the counselling coordinator in the day-to-day running and the overall development of Kinergy. This is a part-time post for a fixed term of one year but may be extended dependent upon outcomes and funding.

**Assessments:**

* Undertake assessments of potential clients and evaluate whether Kinergy’s services are appropriate. (In person & online)
* To assist in database entries of new assessments.

**Client Support:**

* To hold and support the running of two monthly groups.
* Delivery of psycho education for clients on the waiting list.
* Help and assist in the development of a new Kinergy blog and client forum.

**Training:**

* To assist the Counselling Coordinator in the running and delivery of Kinergy’s training program.
* Support the development of new training.

**Counsellors:**

* To participate in the recruitment of counsellors.
* To deliver and support inductions of new counsellors
* Safeguarding Lead position – supporting counsellors and clients who are in crisis and or have safeguarding concerns.

**Administration:**

* General duties (Phone calls, emails, filing system, office upkeep)
* To attend CPD as instructed

***Responsibilities may vary from time to time in line with any service delivery changes.***

**Senior Counsellor – Person Specification**

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| **Essential Criteria** | **Desirable Criteria** |
| Experience  * To have a Diploma in Counselling (BACP Accredited course or equivalent) * Working therapeutically with adults (male and female) within the voluntary, statutory or private sector * To work to British Association of Counselling and Psychotherapy ethical guidelines * Be a registered professional member with an appropriate professional registering body * Knowledge of and a commitment to health and safety, equal opportunities and confidentiality policies and procedures  Skills and Knowledge  * Safeguarding * A knowledge of issues connected with sexual violence and trauma * Computer literacy * Good communication * To have the capacity to work flexibly within a small professional team * Ability to work independently and use own initiative * Ability to manage time effectively, to prioritise tasks and work to deadlines * Ability to liaise with external organisations * Knowledge of and a commitment to health and safety, equal opportunities and confidentiality policies and procedures | * To have or be working towards Accreditation * Understanding of needs led assessments and referral processes * Experience of working in a community based voluntary organisation * Experiences of working with service users from a diverse range of backgrounds * The ability to work with groups - knowledge and understanding of therapeutic group-work. |