**The Southmead Project**

**Volunteer Counsellor**

**JOB DESCRIPTION**

**Job Title:** Volunteer Counsellor

**Brief Job summary:** Volunteer counsellor

**Employer:** The Southmead Project

**Employer’s website:** <https://southmeadproject.org.uk/>

**Accountable to:** Senior Counsellor

**Place of Work:** The Southmead Project, Southmead, Bristol, BS10 6AS.

**Salary:** N/A

**Hours:** Part-time – one day per week.

**Closing date:** Monday 30th September 2019 at 5.00pm.

**Contract:** Volunteer

**Job level:** N/A

**Location:** Bristol

**Details of Role:**

The Southmead Project is an equal opportunities employer providing one-to-one trauma-informed counselling to adult survivors of abuse.

The charity is seeking volunteer counsellors in their second year of training on a BACP (British Association for Counselling and Psychotherapy) accredited course or equivalent course. There is a minimum commitment to a volunteer placement for one year.

Please note that any counsellor at the Southmead Project is unable to record client sessions due to the sensitive nature of the work.

Closing date:Monday 30th September 2019 at 5.00pm.

**Job Purpose**: To deliver one-to-one counselling to people that have experienced trauma or abuse.

**Principle Tasks:**

1. To provide one-to-one counselling to individual male and female clients.
2. To carry out Initial Interviews with those wishing to enter the service and to refer them to other agencies where and when appropriate.
3. To carry out basic administration tasks, including client input of data and maintenance of client records.
4. To maintain statistical information as required by the charity.
5. To assist in promoting the charity by attending meetings directly connected with your work.
6. To work within the framework, spirit and ethos of the Southmead Project’s Equal Opportunities Policy, and actively engage in promoting the policy within the charity and in all dealings with clients and other agencies.
7. To attend monthly one-to-one clinical supervision with a Supervisor who is approved by the Southmead Project, and monthly group supervision at the Southmead Project.
8. To attend monthly one-to-one line management meetings.
9. All volunteers and staff are required to undertake an enhanced Disclosure and Barring Service check.
10. To undertake any other duties appropriate to the needs of the charity.

**Person Specification**

**ESSENTIAL:**

* To be working towards a Diploma in Counselling (BACP accredited course or equivalent) and be in at least your second year; or to have a Diploma in Counselling (BACP accredited course or equivalent) and BACP accreditation or be working towards BACP accreditation or equivalent.
* To have direct experience of working with clients that have experienced trauma or abuse.
* To maintain a caseload of up to four clients.
* To have a commitment to identifying ongoing personal development/ training needs and to take appropriate action to ensure these needs are met.
* Experience of being a client in a formal counselling relationship.
* The ability to carry out needs led assessments with clients.
* To work to the BACP ethical guidelines.
* To keep accurate and confidential records of client work.
* To have the capacity to work flexibly within a small professional team.
* Basic IT skills and experience.
* To make a minimum commitment to volunteer for one year.
* To allocate time for clinical supervision, group supervision and line management on a monthly basis.

**DESIRABLE:**

* Experience of working in a community based voluntary organisation.
* Working knowledge of issues surrounding problematic drug and alcohol misuse.

**How to Apply**

Please fill out the attached application form and return by e-mail to: [admin@southmeadproject.com](mailto:admin@southmeadproject.com) or post to :The Southmead Project 165 Greystoke Avenue, Southmead, Bristol, BS10 6AS.

**Contact Person:**Claire Smith

**Contact Email:**claire.smith@southmeadproject.com

**Contact Phone:**0117 9506022