

## Volunteer Counselling: Placement Description

<b>Role title</b>	Volunteer Counsellor
<b>Placement Provider</b>	North Kent College
<b>Reports to</b>	Counselling Coordinator
<b>Available locations</b>	Dartford, Gravesend, Hadlow, Tonbridge
<b>Commitment</b>	<p>Voluntary.</p> <p>Minimum voluntary commitment of 1 day per week for a full academic year (can be split over two half days)</p> <p>Up to 5 clients per day</p> <p>Attendance at three training days a year: (3 x online, 1 x in person)</p> <p>Continuation of a placement is at the College's discretion and can be ended at any time should circumstances so require</p>
<b>Available hours</b>	<p>Mon-Thu: 9.00am-5.00pm</p> <p>Fri: 9.00am -4.30pm</p>

### Role purpose

Counselling is a vital part of the comprehensive NKC services offered to students. The role is busy and diverse, with every day bringing new experiences. Counsellors focus on providing short-term counselling, guided by a Counselling Coordinator and connect students with outside support services or resources where applicable. Counsellors ensure sessions follow BACP guidance and NKC's established policies and procedures. As part of our volunteer group within the wider Welfare and Safeguarding Team, counsellors represent NKC professionally, upholding our ethos and diligently observing robust safeguarding practices.

### Main Responsibilities

- Provide individual and/or group counselling sessions to learners in a safe and confidential manner;
- Liaise with the Counselling Coordinator, Welfare and Safeguarding Team, other NKC staff as appropriate, particularly in relation to risk assessments;
- Be jointly responsible, with all NKC staff, for promoting and safeguarding the welfare of learners;
- Liaise with other organisations or professionals where appropriate and under the guidance of a Counselling Coordinator;
- Maintain accurate records of work in line with BACP and NKC guidance, including the counselling log and outcome monitoring forms;
- Attend regular monthly clinical supervision with a suitably qualified supervisor;
- Willingness to undertake NKC training: Safeguarding, Prevent, Keeping Children Safe in Education
- The above-mentioned duties are neither exclusive or exhaustive and you may be required to carry out other duties as required.

### Role Benefits

- Develop counselling skills and complete practical counselling hours;
- Dedicated Mental Health and Counselling Coordinator to provide guidance and support;
- Understanding of educational sector;
- Experience of working with a wide range of ages;
- Ability to work towards accreditation;
- Potential to expand experience including:

- online working
- group sessions
- initial assessments
- working with more complex cases

## Person Specification

Qualifications	Criteria	Assessed by
GCSE Maths and English, minimum grade C, or equivalent	E	A, T, C
Level 3 Certificate in Counselling Studies	E	A, C
Level 4 Diploma in Therapeutic, Integrative, Psychodynamic, Person Centred, or Humanistic Counselling, or, working towards completion with Fitness to Practice from course provider	E	A, C
BACP (or equivalent ethical body) membership, student membership, or accreditation and professional indemnity insurance	E	A, C
Evidence of recent professional development	E	A, I
Top-up diploma i.e., CYP-L5, or CPD demonstrating necessary skills and knowledge in working safely and ethically to a CYP competence framework, as outlined by BACP, or experience of previously working with CYP with experience in adult clinical practice	D	A, I, C
Willingness to undertake NKC training: Safeguarding, Prevent, Keeping Children Safe in Education	E	A, I
<b>Experience</b>		
Uses own initiative to plan, evaluate and manage a caseload and to work independently	E	A, I
Experience of working with CYP, in an FE or HE environment, with safeguarding experience	D	A, I
Evidence of providing emotional support to people with successful impact	D	A, I
<b>Skills, Knowledge and Understanding</b>		
An understanding of risk assessment, management, and safety plans for those who experience suicidal ideation and/or self-harm	E	A, T, I
An understanding of safeguarding practices and procedures when working with CYP	E	A, T, I
Knowledge of equality, diversity and inclusion issues and awareness of the range of strategies to address differing needs	E	A, T, I
Understanding of data protection, information sharing, and confidentiality, and to maintain clear and comprehensive records, having excellent IT skills	D	A, T, I
<b>Personal Qualities</b>		
An ability to work as part of a team, foster excellent working relationships with staff and students, maintain appropriate professional boundaries, and to communicate effectively	E	A, I
Emotional intelligence, reflective practice, good understanding of the use of clinical supervision, flexibility, and resilience	E	A, I
Reliability, honesty, and trustworthiness, demonstrating the highest professional standards	E	A, I
A commitment to on-going personal development	D	A, I
Ability to work in a solution focussed way	D	A, T, I

**Assessed by:** A = Application, T = Task, I = Interview, C = Certification, **Criteria:** E = Essential, D = Desirable

**Appointment is subject to a satisfactory enhanced DBS check.** This post is exempt from section 4(2) of the Rehabilitation of Offenders Act (1974) as the duties give you access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purposes.