

## CRCC Counselling Job description

Female\* Sessional Children and Young People's Counsellor (Peterborough and surrounding areas)

|                    |   |
|--------------------|---|
| <b>Job Title</b>   | Sessional Counsellor  |
| <b>Hourly Rate</b> | £50 for attended sessions, £25 for Did Not Attend or Short Notice Cancellation (within 24hrs)   |
| <b>Hours</b>       | Client allocation to be discussed and agreed depending on capacity and resources.<br>Each client attending weekly 50 minute sessions for between 12-15 weeks.<br>Timings of appointments to be negotiated with the counsellor and CRCC. |
| <b>Client base</b> | CRCC provides counselling and therapeutic support to a varied client base, including children and young people.   |
| <b>Location</b>    | Peterborough and surrounding areas (Fenland). Travel is essential. Clients will be streamlined into one area per day of work.   |
| <b>Contract</b>    | Sessional, counsellor is engaged on a self-employed basis and responsible for own tax and NI payments. Contract is dependent on the funding available to CRCC.  |

\*We require the post holder to be female - Genuine Occupational Requirement (GOR), Schedule 9 (Work; Exceptions), Part 1 (Occupational Requirements), of the Equality Act (2010) applies.

### Organisation and Service Background

Cambridge Rape Crisis Centre was set up as a confidential helpline in 1982 by a small group of local women. It was a response to a growing awareness of sexual violence against women and girls, and the need to provide a safe space. In 2011, our counselling service began following feedback on the helpline that survivors wished to access specialist counselling support. What began as a small service has now grown to supporting over 400 survivors per year, with a team of over 20 sessional counsellors.

As a feminist organisation, we are led by survivors and don't ask people to talk about anything they aren't ready to yet. We do not judge survivors or tell them what to do. We work from an empowerment model with the survivor at the centre of their support. We fundamentally believe women and girls, and actively challenge myths and victim-blaming throughout our work. Feminism informs our practice in challenging and changing the social acceptance of sexual violence.

#### I. Counsellor

- The Counsellor is to provide counselling in an atmosphere of respect, honesty and confidentiality, and to work within the aims, objectives and ethos of CRCC.
- The Counsellor will carry a caseload of up to three clients initially, and will work professionally and appropriately with those clients. Children and/or young people will be between the ages of 5 and 25. Both the number and age range of clients allocated will be negotiated with the Counselling Services Manager.
- The Counsellor will abide by CRCC's Confidentiality Policy and ensure appropriate client confidentiality in line with GDPR regulations.
- The Counsellor will work to the standards set by CRCC's Policies and Procedures, including CRCC's Safeguarding Policy, and the BACP Code of Ethics and Practice.
- The Counsellor will notify the Counselling Services Manager of any issue that requires reporting to relevant authorities in order to ensure safeguarding and child protection procedures are followed in line with government regulations, local guidelines and CRCC policies.
- The Counsellor will keep up to date with relevant legislation, policy and practice issues.



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**We listen and believe.**

- The Counsellor will ensure adherence to yearly mandatory training covering safeguarding, data protection, and any other training deemed necessary.
- The Counsellor will travel to appropriate community buildings in Peterborough and Fenland, and will ensure the counselling room is left clean and tidy after sessions.
- The Counsellor will arrange room hire directly with a venue where applicable. CRCC is responsible for the cost of the room hire. Only pre-agreed room hire will be considered.
- The Counsellor will carry out an initial assessment with clients.
- If a Counsellor is unavoidably unable to attend a counselling session, 24 hours' notice should be given to the Counselling Services Manager and the client should be informed.
- The Counsellor will be responsible for her own Supervision and will attend this regularly.
- The Counsellor will be responsible for her own liability insurance and BACP membership (or equivalent).
- The Counsellor will undertake ongoing personal and professional development.
- The Counsellor will attend quarterly team meetings.
- The Counsellor is engaged on a self-employed basis and is responsible for her own tax and NI payments.
- Carry out any other work or duties that are reasonably requested.

## II. Administration and impact

- The Counsellor will be administratively self-sufficient. Administration tasks will be completed within a reasonable timeframe. Attendance records and client questionnaires will be completed promptly, and held securely on CRCC's system.
- The Counsellor will complete all applicable paperwork according to CRCC's policies and procedures. Administration, and any other additional tasks surrounding an individual client (e.g. safeguarding) are included within the sessional fee.
- The Counsellor will manage their own diary and appointments, whilst keeping CRCC updated on any changes to slots offered.
- The Counsellor will contribute to monitoring and evaluation of the Counselling Service, via collection of before and after questionnaires and upload of these onto CRCC's system.
- The Counsellor will feed any positive or constructive feedback about the service back to CRCC so that we can use this learning to evolve the service.

## III. CRCC

- CRCC will endeavour to provide the Counsellor with appropriate clients.
- CRCC will provide a safe and adequate space to work with clients.
- CRCC will provide additional training for counsellors when funding allows.
- Counsellors will have the opportunity to attend quarterly Counsellors Meeting with the other CRCC counsellors to receive updates on the wider organisation, receive updates on the counselling service, discuss best practise and raise feedback. Attendance is not compulsory but strongly recommended.
- CRCC will provide access to yearly training on Safeguarding Adults, Safeguarding Children, and GDPR and data protection.

## IV. Clients

- Clients are offered counselling for up to 12-15 sessions, dependant on funding available.
- Every week, clients are offered a one-to-one fifty-minute session in the same location (ideally), at the same time (ideally), and with the same Counsellor.



## CRCC Counselling Person Specification

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Short-listing and subsequent selection for this post will be determined by the extent to which you meet the requirements detailed in this person specification. You should try to demonstrate on the application form the extent to which you satisfy each of the points of this specification.

|   | Essential   | Desirable  | Assessed by               |
|---|---|--|---------------------------|
| <b>Knowledge and understanding</b><br><br>(including education/qualifications)                | <ul style="list-style-type: none"> <li>• Diploma/Post graduate Diploma in Counselling or equivalent</li> <li>• Qualification or training in counselling with relation to children/young people</li> <li>• BACP registration or equivalent</li> <li>• Understanding and knowledge of the nature of sexual violence and its effects on survivors</li> <li>• Understanding and knowledge of PTSD, complex trauma and disassociation</li> <li>• Excellent understanding of safeguarding responsibilities</li> <li>• Excellent knowledge of data protection regulations, clear boundaries around confidential working practices and a commitment to confidentiality</li> </ul> | <ul style="list-style-type: none"> <li>• BACP accreditation</li> <li>• Ability to deliver counselling in another/other languages(s)</li> <li>• Knowledge of the charity sector and specific challenges that come with this</li> <li>• Qualification in EMDR</li> <li>• Qualification in group facilitation</li> <li>• Qualification or training in counselling via phone or video call</li> <li>• Qualification or training in counselling with relation to sexual violence, dissociative identity disorders, self-harm, suicidal thoughts</li> <li>• Understanding of the empowerment model</li> <li>• Qualification/experience/training working with disabled, neurodivergent, marginalised, and/or minority ethnic survivors</li> </ul> | Application and Interview |
| <b>Experience</b><br><br>(previous/current work, paid or voluntary, and any other experience) | <ul style="list-style-type: none"> <li>• At least 450 hours post-qualifying counselling experience – if less than this, related/relevant experience is considered</li> <li>• Experience of maintaining accurate and confidential records</li> <li>• Experience of carrying out assessments for counselling</li> </ul>   | <ul style="list-style-type: none"> <li>• Experience of working in the voluntary sector especially in the field of violence against women, sexual violence, mental health, or with a vulnerable client group</li> <li>• Experience of working with and a good understanding of administrative systems</li> <li>• Experience of using databases</li> </ul>   | Application and Interview |

|                             | Essential  | Desirable  | Assessed by               |
|-----------------------------|--|--|---------------------------|
| <b>Skills and abilities</b> | <ul style="list-style-type: none"> <li>• Excellent organisational and administrative skills including record keeping and data entry/management</li> <li>• Proficient in IT, including MS Office (Outlook, Word, Excel)</li> <li>• Be a strong team player and liaise effectively with colleagues, including senior staff and trustees</li> <li>• Ability to build relationships with a wide range of people in a professional setting</li> <li>• Ability to manage and prioritise own workload, work independently, and ability to self-motivate</li> <li>• Ability to work effectively within a time-limited counselling model</li> <li>• To be reliable and flexible in your attitude to this work</li> <li>• An awareness of your own strengths and limitations, and an understanding of the need for an ongoing process of self-awareness</li> <li>• Ability to work creatively</li> </ul> | <ul style="list-style-type: none"> <li>• Full driving license and ability to travel using own vehicle</li> <li>• Capacity for evening and/or weekend appointments</li> </ul> | Application and Interview |
| <b>Values and attitudes</b> | <ul style="list-style-type: none"> <li>• A strong and demonstrable commitment to supporting people who have experienced child sex abuse, child sexual exploitation, rape and sexual violence</li> <li>• Ability to work within the ethos of the Rape Crisis Movement, and a commitment to working within the values of CRCC as a feminist organisation</li> <li>• A willingness to participate in training and professional development</li> <li>• Commitment to delivering a quality service and improving the lives of CRCC's service users</li> <li>• Commitment to equal opportunities and anti-oppressive practice</li> <li>• Commitment to upholding the values, policies and procedures of CRCC</li> <li>• A non-judgemental attitude towards survivors of sexual violence</li> </ul>   |  | Application and Interview |