#  **Job Description**

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| **Job Title**  | **Sessional Counselling Co-ordinator\*** |
| **Rate of pay**  | **£13.00 per hour**  |
| **Hours of work** | **15 hours per week on a sessional basis for one year, with the possibility of renewal funding dependant.** The post will be open to review after six months in post.The hours per week can be negotiated with regards to working pattern e.g. they can be spread over 2-5 days. |
| **Location** | Cambridge, hybrid working/occasional home working can be considered |
| **Responsible to** | Counselling Service Manager  |
| **Responsible for**  | Counselling service provision  |

**\*Sessional staff are engaged on a self-employed basis and responsible for own tax and NI payments (if over the earnings threshold).**

*\*Please note: It is an occupational requirement that all post holders are women, in line with the Equality Act 2010, schedule 9, part 1 and paragraph 1.*

CRCC is committed to equality and inclusivity as an employer and opposes discrimination in everything we do. We especially welcome applications from Black and racially minoritised women and LGBTQIA+ women. The post is subject to an enhanced disclosure and barring check.

CRCC also welcomes applications from those who have used our services but we ask that you wait 12 months after finishing receiving support from CRCC before applying for paid or volunteering roles.

**Main Purpose of Job**

1. Support the Counselling Service Manager to co-ordinate a safe, professional and accessible counselling service for survivors of sexual violence.
2. Assist the Counselling Service Manager to support a team of sessional counsellors.
3. Maintain procedural and practice guidelines for the counselling service in accordance with CRCC policies, quality standards and strategic objectives.
4. Maintain service user referral and assessment procedures and ensure personal records are maintained for all service users.
5. Support the counsellors to maintain records for all service users, to ensure the effective monitoring and evaluation of service provision.

**Duties and Responsibilities**

**1.Providing infrastructure support to the counselling service**

* Support the Counselling Service Manager to ensure the availability and accessibility of quality CRCC counselling services to women and girls who have experienced rape, sexual violence and sexual abuse.
* Ensure the maintenance of appropriate confidential records.
* Support the Counselling Service Manager to take steps to help ensure the sessional counsellor workforce reflects the diversity of the female Cambridgeshire population.
* Ascertain the needs of clients upon referral to the service and where appropriate allocate clients to sessional counsellors.
* Signpost and refer clients to other agencies where appropriate.
* Manage the CRCC counselling waiting list, keeping survivors updated regarding their position on the waiting list, and keeping them informed of any action taken or referrals made on their behalf (where made).
* Maintain casework files to ensure the Counselling Service Manager can meet reporting requirements.
* Arrange and administrate counsellor team meetings as appropriate.
* Support the Counselling Services Manager to maintain a therapeutic group work service within CRCC in response to women’s and girls’ identified needs, within the limitations of funding.
* To support the Counselling Services Manager in regular reviews of the service.

 **2. Quality assurance**

* Provide planned support to the counsellors to improve performance where necessary.
* Support the Counselling Services Manager to maintain accurate personnel files for counsellors including training records where necessary.
* Ensure women and girls using the service receive the best possible standard of support, in line with Rape Crisis National Service Standards.

**3. Funding and sustainability**

* Ensure effective monitoring and evaluation of counselling and group work services.
* Carry out any further work that is reasonably requested by the Counselling Services Manager, Director, or Management Committee.

**No job description can cover every issue which may arise within the post at various times, and the post holder is expected to carry out other duties from time to time which are broadly consistent with those in this document.**

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.

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| **Personal Specification** |
| **Essential Criteria**  | **Assessed by** |
| **Experience** | * Experience of project co-ordination and development
* Experience of working with women, particularly vulnerable women
* Experience of working with people who have experienced trauma or who have multiple support needs
 | Application/Interview  |
| **Knowledge** | * An understanding of the issues affecting women and girls who have been subjected to sexual violence
* An understanding of the associated support needs of women and girls who have been subjected to sexual violence
* An understanding of working in the voluntary sector
* Commitment to equal opportunities and anti-oppressive practice
 | Application/Interview |
| **Skills/Attributes** | * Excellent interpersonal skills
* Project management skills
* Ability to work on own initiative
* Ability to work as part of a team
* Computer literate, especially with Excel and data management systems
* Excellent administration and organisational skills
 | Application/Interview |
| **Values and Attitudes** | * A commitment to improving the lives of women and girls who have experienced sexual violence
* A willingness to participate in training and professional development
* Clear boundaries around confidential working practices
* Commitment to delivering a quality service
 | Application/Interview |
| **Desirable Criteria** | **Assessed by** |
| **Experience** | * Experience and understanding of working within Rape Crisis
* Experience of working in a therapeutic environment
* Experience of managing staff or volunteers
* Knowledge of child and adult safeguarding legislation and procedures
* Understanding of ethical issues as defined by BACP/UKCP/other relevant accredited body
 | Application/interview |