

# Job Description: Outreach Counsellor Co-ordinator

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## Job Purpose

To support the delivery of an excellent Youth Counselling Service in Bracknell Forest, working in partnership with the Counselling Coordinator and the Practice Manager. Specifically, this post relates to the delivery of counselling in local schools and other venues.

## Post Duration

This post is available on a fixed term basis for a period of 12 months. As the post depends on external funding, any continuation beyond that point is dependent on the availability of funding for the following period.

## Reporting Line

This post reports to the Counselling Coordinator who is responsible to the Trustees.

## Specific Tasks

- 1) Coordinate all aspects of outreach counselling in schools and other venues in accordance with current practice as agreed by the Trustees
- 2) Foster and sustain key relationships with in schools and outreach centres
- 3) Line-manage the team of outreach volunteer counsellors ensuring appropriate induction, training and support for them
- 4) Make arrangements for and monitor the professional supervision of all outreach volunteer counsellors in accordance with Youthline policy
- 5) Ensure all outreach counsellors develop and nurture relationships with young people that will be supportive, accepting, challenging and appropriate.
- 6) Ensure that all outreach counsellors are aware of their Safeguarding responsibilities and are clear about what they should do if they suspect that a child, young person or vulnerable adult is being abused
- 7) Support the recruitment of placement students and trained counsellors sufficient to deliver a service that maximises the opportunities available at local schools and other venues in the area served by Youthline.
- 8) Work with the Counselling Co-ordinator and the Practice Manager to publicise the work of Youthline.

- 9) Identify and develop new opportunities for delivering counselling to young people in Bracknell Forest
- 10) Engage in appropriate CPD keeping informed of relevant developments in counselling, BACP standards of good practice and other related matters and advising Trustees of such
- 11) To be aware of and adhere to all Youthline's Policies and Procedures.
- 12) Perform other duties that from time to time that may be necessary and compatible with the nature of the post

## Person Specification

Key Criteria	Essential	Desirable
<b>Qualifications and Training</b>	<p>Education to degree level</p> <p>UK recognised Counselling or Psychotherapy qualification</p> <p>BACP Accredited</p>	<p>Post qualification training</p> <p>Experience of counselling in schools and group work</p>
<b>Competence Summary</b> (Knowledge, abilities, skills and experience)	<p>Knowledge and understanding of the particular requirements of a young persons counselling scheme</p> <p>Sound knowledge and understanding of BACP Code of Ethics</p> <p>Ability to assess the needs of clients and provide appropriate service for them</p> <p>Ability to share expertise within the parameters of confidentiality</p> <p>Ability to manage and respond to demand pressures on service</p> <p>Ability to lead and work as a member of a team</p> <p>Excellent communication and interpersonal skills</p> <p>Ability to plan and develop systems with knowledge of Microsoft Packages.</p> <p>Ability to promote the organisation to external audiences, encouraging and influencing the use of Youthline services and developing new opportunities</p> <p>Minimum of three years post qualification experience with no less than 750 hours of client work</p>	<p>Understanding of the role of other relevant/complementary agencies</p> <p>Experience of working in partnership with families, voluntary sector and other agencies</p> <p>Experience of working in/with schools</p> <p>Work with young people with eating disorders or issues relating to self-harm</p> <p>Ability to deliver training</p> <p>Experience of line management</p>
<b>Work Related Personal Requirements</b>	<p>Flexibility approach to working practice. Some evening, weekend and term time work may be occasionally required.</p> <p>Enthusiasm for developing all aspects of the outreach service</p> <p>Willingness to continue training and personal development</p>	
<b>Other Work Requirements</b>	<p>Commitment to Equal Opportunities</p> <p>Commitment to the protection and safeguarding of children, young people and vulnerable adults</p>	

