

# Job Description: Outreach Counsellor Co-ordinator

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The Youthline Outreach Co-ordinator will provide a professional and ethical support service to School Counsellors following the principles and values set out by the BACP Ethical Framework for Good Practice in Counselling and Psychotherapy to qualified counsellors and school group supervisors.

## **ACCOUNTABILITY**

This post is accountable to the Trustees and Counsellor Co-ordinator.

## **ROLE DESCRIPTION**

- Manage and supervise the co-ordination and administration of all aspects of outreach counselling in accordance with current practice as agreed by the Trustees
- Foster and sustain key relationships with in schools and outreach centres
- Recruit trained counsellors sufficient to deliver a service that maximises the opportunities available at local schools, and outreach centres in the Bracknell Forest area
- Line-manage the team of outreach counsellors ensuring appropriate induction, training and support for them
- Make arrangements for and monitor the professional supervision of all outreach volunteer counsellors in accordance with Youthline policy
- Ensure all outreach counsellors develop and nurture relationships with young people that will be supportive, accepting, challenging and appropriate
- To be actively responsible for following up and communicating safeguarding concerns and linking with multi agencies in line with Youthline policies and procedures.
- Specifically 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
- Work with the Practice Manager and Counsellor Co-ordinator to ensure that young people and related agencies are fully aware of the work of Youthline and how they can access and influence the service available

- Identify and develop new opportunities for delivering counselling to young people in Bracknell Forest
- 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
- Monitor and review Youthline counselling policies and procedures in conjunction with the Trustees and Counsellor Co-ordinator and ensure that all relevant personnel are aware of policies affecting them
- Attend service management meetings as requested by the Trustees and Counsellor Co-ordinator.
- 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>Post qualification – working with young people</p> <p>UK recognised Counselling or Psychotherapy qualification</p> <p>BACP Accredited or working towards</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</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>A minimum of 150 clinical client hours</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>Ability to deliver training</p> <p>Experience of line management</p> <p>Three years post qualification experience with 750 hours of client work</p>
<b>Work Related Personal Requirements</b>	<p>Flexible approach to working practice.</p> <p>Enthusiasm for developing all aspects of the outreach service</p> <p>Willingness to continue training and personal development</p>	<p>Some evening, weekend and school holiday time work may be occasionally required.</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>	