



Freephone Support Line for Children & Young People: 0808 801 0422

Freephone Support Line for Women: 0808 802 5555

Business Line: 01383 732289

Web: www.fifewomensaid.org.uk

Email: info@fifewomensaid.org.uk

Counsellors (associate)

£25 hourly rate (hours to be negotiated)

Fife Women's Aid are looking for counsellors to work on a sessional basis with our Children and Young People's counselling service. You will provide direct counselling to children and young people who have experience of domestic abuse. This will mainly be delivered face-to-face, with remote working to suit the needs of individual children and young people as required.

The successful applicants will be qualified to Counselling Diploma level or above and will have excellent counselling skills, having had 2 years' experience of working in a similar environment.

Excellent communication skills and an ability to work effectively with a range of multi-agency partners is essential for this post.

If you would like further information about the post, please contact Suzanne Duffy on 07714 609358.

Please join us for an online session to find out more about FWA counselling services. This will be at **6.30pm on Tuesday 3rd May**. Please confirm your attendance to info@fifewomensaid.org.uk and we will send you details of the zoom meeting. We hope to see you there.

Applications must meet the person specification within this document to be shortlisted.

Closing date: **4.30pm on Monday 9th May 2022**

Interviews will be held: **Wednesday 25th May 2022**

Fife Women's Aid is a feminist organisation and strives to be a supportive and empowering employer offering competitive terms and conditions.

Membership of Protection of Vulnerable Groups (PVG) Scheme is a requirement for this post.

Only women are eligible to apply for this post due to Genuine Occupational Requirement (Schedule 9; Equality Act 2010). Fife Women's Aid welcomes applications from women from all sectors of the community.

Dear Applicant,

Thank you for your interest in the post of:

Counsellors (associate)

This document provides information on the Job Description and Person Specification for the role of Associate counsellor with our children and young person's service. Please mark clearly on the application form available on our website which post you are applying for.

Please ensure that you read the information in this document fully before completing your application.

Please note, all applications and relevant recruitment documents will be held confidentially and destroyed after 6 months, apart from documents relating to the successful applicant. If you would rather we did not store your details please inform us. Our Privacy Statement is available on our website

<http://www.fifewomensaid.org.uk/privacy><http://www.fifewomensaid.org.uk/privacy-notice/notice/>

The closing date for applications is 4.30pm on Monday 9th May 2022

Interviews will be held on Wednesday 25th May 2022

We thank you for your interest in our work with women, children and young people who have experienced domestic abuse.

Yours sincerely

Kate McCormack

Kate McCormack
CEO

ASSOCIATE COUNSELLOR

JOB DESCRIPTION

Job purpose

The purpose of this post is to provide a trauma informed counselling service for children and young people under the age of 18 who have experienced domestic abuse.

Reporting to

Team Senior

Key activities

Working with minimum supervision, perform the key activities listed below to an enhanced level.

1. Provide a range of direct counselling services for children and young people who have experienced domestic abuse. This includes undertaking initial assessment appointments, carrying out 1-1 counselling sessions with children and young people, reviewing the service provided and handling and storing confidential client information in line with FWA confidentiality policy.
2. Assist with the monitoring and review of Fife Women's Aid counselling services by carrying out monitoring, evaluation and review activities to provide statistical data and case studies as required.
3. Perform administrative tasks in a timely way to ensure the smooth running of the service.
4. Participate in line management support and supervision in accordance with FWA Supervision policy.
5. Arrange and engage in counselling supervision sessions at levels in accordance with the standards set out in COSCA/British Association of Counselling and Psychotherapy guidelines.
6. Liaise with Fife Women's Aid employees to ensure effective delivery of the service.
7. Contribute to maintaining and developing a positive, supportive and integrated service for all service users of Fife Women's Aid and maintaining good public relations out with the organisation.
8. Work within the policies, standards and procedures required by Fife Women's Aid, legislation, BACP/COSCA and funders. Maintain up to date information on legislation and good practice relevant to domestic abuse and counselling services.
9. Take a proactive role in promoting equality and anti-discriminatory practice throughout all aspects of the work.
10. Comply with relevant health and safety legislation and good practice as set out in Fife Women's Aid Health and Safety policies and guidance.
11. Perform other duties as reasonably required by the CEO, Operation Lead and Team Seniors.

PERSON SPECIFICATION

Qualifications, training and relevant experience	Essential	Desirable
Qualified to Counselling Diploma level or above	E	
Qualification in counselling skills with children and young people or willingness to work towards this	E	
Evidence of ongoing professional development	E	
Accredited or working towards BACP/COSCA accreditation		D
Current membership of BACP or COSCA		D
At least 2 years' experience working in an environment requiring similar knowledge and skills		D
Competencies	Essential	Desirable
Ability to engage effectively with children and young people	E	
Good knowledge of issues around domestic abuse		D
Good understanding of trauma-informed practice	E	
Excellent counselling skills and the ability to reflect effectively	E	
Good organisational & IT skills and ability to manage resources	E	
Skills in utilising a range of counselling models or frameworks	E	
Personal qualities	Essential	Desirable
Demonstrate a positive, person-focused and team-working approach to work	E	
Reflective and self-aware	E	
Special requirements	Essential	Desirable
Days and hours of work will be negotiated according to service and client needs		
Full driving license and access to own transport (with business insurance) or otherwise able to travel throughout Fife		
Membership of PVG Scheme		

Note: this job profile is intended as an outline of the responsibilities and qualities required for the post, and does not form part of terms and conditions of employment.

Organisational culture

Fife Women's Aid is committed to providing a high standard of service to its service users and other stakeholders. The post holder must practice from a trauma informed approach as well as subscribe to the feminist analysis of domestic abuse, and share a commitment to achieving the aims and objectives of Fife Women's Aid.

These posts are open to women only (Equality Act 2010 Work Occupational Requirement Exception, Schedule 9 Paragraph 1). Fife Women's Aid welcomes applications from women from all sectors of the community