



network
counselling and training

Volunteer Counsellor Agreement

This volunteer agreement describes the arrangement between Network Counselling & Training and you. Our volunteer counsellors are very important and highly valued members of our organisation and we will do the best we can to enable you to feel part of the team and to make your volunteer experience with us enjoyable and rewarding.

This agreement clarifies what you can expect from us and what we hope from you.

Part 1: The organisation

Your role in the organisation is that of volunteer counsellor and is subject to a 6 month probationary period.

You can expect Network:

- to provide a thorough induction focused on the work of Network Counselling, its staffing, its operating procedures and your role as a volunteer counsellor
- to encourage and support you in achieving and maintaining the high professional standards of the organisation
- to provide adequate supervision of your work as a volunteer counsellor
- to provide adequate administrative support and as much personal support as we can realistically offer, including annual one-to-one review meetings.
- to provide a programme of Continuing Professional Development (CPD) workshops and short courses which are open to all volunteer counsellors
- to support you in working towards counsellor accreditation both with Network and/or with a national accrediting body
- to provide Public Liability and Professional Indemnity Insurance for your work with Network clients either on or off (subject to approval by Network) our premises
- to administrate and meet the cost of the DBS check that you will need to undergo as a volunteer counsellor

- to offer travel expenses in accordance with the terms outlined in our travel expenses policy, *subject to the financial viability of the organisation at any given time*
- to provide appropriate accommodation for counselling, note writing, and meeting with colleagues and a range of resources for volunteer counsellors such as relevant books, journals and creative materials
- to consult regularly with and take into account the opinions of its volunteer counsellors in the organisation's decision-making process
- to keep you informed of developments in the organisation via newsletters, email updates and Networkers' meetings

Part 2: The volunteer

We expect you:

- to perform your role as a volunteer counsellor to the best of your ability and to act at all times ethically, professionally and in accordance with the organisation's equal opportunities policy
- to work with a minimum caseload of three clients seen on a regular weekly basis for one hour sessions (i.e. to carry out 9 – 10 counselling sessions per month, totalling around 120 hours of counselling per year)

N.B. Network recognizes that counsellors may, from time to time, find themselves unable to meet this expectation for personal reasons. In such circumstances, you should discuss your situation with your supervisor and with the Head of Counselling or Counselling Co-ordinator.

- to undertake a minimum of one Initial Assessment per month with prospective clients (i.e. to carry out a minimum of ten Initial Interviews per year), once you have attended a free IA training session.
- to manage your client work in accordance with Network policy and guidelines (e.g. in relation to limits of confidentiality, note-keeping and completion of other necessary paperwork)
- to work within the British Association for Counselling and Psychotherapy's (BACP) 'Ethical Framework for the Counselling Professions' and within the agency guidelines outlined in the Network Volunteers' Handbook
- in accordance with BACP requirements, to attend a minimum of 1.5 hours of supervision per month focused on your work with Network clients
- to demonstrate a commitment to continuing your professional development by keeping your skills and knowledge up to date, through relevant workshops, reading and other activities
- to uphold the Christian person-centred ethos of the organisation in your work with clients and in contributing to the growth of a supportive community within Network

This agreement is binding in honour only, is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intend any employment relationship to be created either now or at any time in the future.