**Volunteer Counsellor**

**Job Description**

**Hours:** 6-7 hours per week, seeing 4 clients a week

**Responsible to** Head of Therapeutic Services

**Based** Kinergy

**Starting:** 3rd September 2024 with a lead-up of remote and flexible online training during the month of August 2024

**Details of Role:**

Kinergy is a specialist organisation offering support through counselling and therapeutic groups to adults in Bristol, South Glos, BANES & North Somerset who have experienced any form of sexual abuse or violence throughout their lives.

Kinergy is seeking experienced volunteer counsellors to provide high quality, professional counselling for survivors of sexual abuse or violence.

We offer the following benefits to encourage every counsellor to have a supported, well-rounded and enriched practice:

* Paid supervision for 1.5 hours per month, with an external supervisor of your choice (approved by line manager)
* Monthly peer supervision (optional)
* Monthly line management
* Monthly counsellor team meetings (optional)
* CPD and in-house trainings
* Reimbursement of reasonable travel expenses

You will need to be able to commit to at least one year of volunteering, seeing one set of 4 clients. This typically means August - August

Timings are usually either 9am to 3pm (morning shift) or 2.15 to 8.15pm (afternoon shift), with a choice of working either Mondays (morning), Tuesdays (morning or afternoon), Wednesdays (afternoon), Thursdays (afternoon) or Fridays (morning). We will try to accommodate your preferred day and slot. Monthly line management meetings and clinical supervision will take place outside these time slots.

During the month of August, successful candidates will need to complete a number of online training courses which can be done flexibly and from home.

In person inductions will be every Tuesday in Sept for 3-4 hours between the hours of 10.00-5.00, with a view to start seeing clients at the start of Oct on your chosen day. If you are unable to make these inductions, please let us know in your application.

**Key Responsibilities:**

* Provide high quality, in person and/or online counselling to adults of all genders who have experienced sexual violence and/or abuse.
* Work in a person-centered way with appropriate use of different therapeutic tools and approaches.
* Carefully consider the sensitive nature of this work in-particular regarding statutory investigations and court proceedings (pre-trial therapy).
* Adhere to Kinergy’s policies and procedures and BACP Ethical Framework.
* Carry out initial assessments and regular reviews.
* Manage and act on any safeguarding concerns relating to children or adults at risk of harm.
* Liaise with referrers, other professionals, and agencies as appropriate.
* Maintain confidential, up-to-date, and accurate records of all counselling sessions and contacts. Ensure that all data is inputted onto the database in line with GDPR.
* Engage actively with line management and clinical supervision
* Attend team and organisational meetings as required
* Attend Kinergy inductions and mandatory training and participate in future CPD and in-house training.
* Continuously work towards and support the development of best practice and Kinergy’s services.
* Maintain up to date knowledge of relevant legislation and clinical best practice guidelines to contribute to the highest professional standards of counselling provided.
* Keep knowledge of other organisations, services, and referral pathways up to date.
* Commit to ongoing self-care and reflective practice.
* Work in a manner that promotes the ethos and values of Kinergy.
* Take a positive and proactive approach to problem solving to contribute to a positive working environment.
* Undertake any other duties and responsibilities proportionate with the role.

***Responsibilities may vary from time to time in line with any service delivery changes.***

**Person Specification**

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| **Essential Criteria** | **Desirable Criteria** |
| Qualifications and Training | |
| * Registered with British Association of Counselling and Psychotherapy (BACP), UKCP or equivalent. * Educated to minimum Diploma level in Counselling or Psychotherapy (or equivalent). * At least two years post qualification significant clinical experience of working therapeutically with adults who have experienced trauma * Experience of managing a complex caseload |  |
| Skills and Knowledge | |
| * Knowledge of issues connected with sexual violence and abuse. * Core level of competency to respond, manage and act on safeguarding concerns. * Awareness of vicarious trauma and ability to self-reflect on competency, support needs and learning areas. * Ability to work flexibly and collaboratively as well as independently. * Commitment to equality and diversity. * Ability to keep up-to-date and accurate records, monitoring and evaluation data in line with GDPR. * Strong IT skills with the ability to confidently use an online database. * Clear and effective verbal and written communication skills. * A sensitive, professional and empathetic approach to clients and the content of the work | * Understanding of key referral pathways for adults who have experienced sexual abuse or violence. * Knowledge of pre-trial therapy guidelines and procedures. |