



Basingstoke Counselling Service, a registered charity, was founded in 1985 by a small group of local therapists wanting to provide mental health support to the local community. Since then, the Service has flourished to become a busy, vibrant counselling and training centre, managed by a talented team of clinical and non-clinical staff, dedicated to improving the emotional wellbeing of our community.

We achieve this in two ways. Firstly, we offer one-to-one and couples counselling for adults, via a team of counsellors who provide a professional and affordable service. Our counsellors are supervised and practise within the BACP Ethical Framework for the Counselling Professions.

Secondly, we provide a range of training courses for those interested in supporting others with mental health difficulties. We have a long heritage of running highly regarded courses from one-day CPD workshops through to a three-year BACP Accredited Diploma in Psychodynamic Counselling.

Based in central Basingstoke (a stone's throw from War Memorial Park and the town centre shops and transport links), we have a suite of eight rooms used for counselling, training and administration. All of these rooms have recently been refurbished to a high standard, making BCS a very pleasant and welcoming work environment!

This is an exciting time for the Service as we are experiencing a sustained period of growth. To ensure that we continue to deliver high quality services to all our users it is imperative that we recruit talented and committed individuals to complement the current team and help and us continue to develop and grow the Service.

To minimise our impact on the environment and ensure efficient work practises, all of our systems are now digital.

We understand that discrimination and inequality exist in our society. As an organisation, we aim to treat everyone with dignity and respect, and therefore challenge ourselves regularly to ensure we achieve this. We do this by listening and responding to feedback and regularly reviewing our approach to equality, diversity and inclusion.



## Job Description

<b>Role title</b>	Counselling Co-ordinator
<b>Reporting to</b>	Counselling Manager
<b>Employer</b>	Basingstoke Counselling Service
<b>Location</b>	Goldings, London Road, Basingstoke, RG21 4AN. Alternatively, this can be a hybrid role, with some hours worked remotely.
<b>Working hours</b>	10 hours per week, with potential for hours to increase in future
<b>Salary</b>	£23,500 to £26,000 FTE per annum (dependent on experience), plus contributory pension scheme (based on hours worked per week). BCS works to a 37.5 hour week.
<b>Term of contract</b>	Permanent
<b>Holidays</b>	25 working days pro rata per annum plus public holiday entitlement (also on a pro rata basis). In addition, Christmas closure entitlement will be applied after one full year's service.
<b>Start date</b>	July to September (depending on availability over the summer)
<b>Closing date for applications</b>	9am on Monday 4 <sup>th</sup> July 2022
<b>Interview date</b>	Week commencing 11 <sup>th</sup> July 2022

### Overview of the post

We are seeking a suitably experienced counselling professional who has the skills to support the efficient and effective operation of the counselling provision at BCS.

This is an exciting time to take on this role, at a time of expansion. The current counsellor team comprises a mix of salaried, volunteer and trainee (both in-house and external) counsellors. This is currently a team of 31 but is projected to expand to 60 between September 2022 and January 2025. There are four clinical supervisors.

This postholder will work closely with, and be line-managed by, the Counselling Manager, whose role is to manage all aspects of the counselling function. There is also a committed administrative team, comprising one full-time and two part-time administrators and an Office Manager, who provide support for all aspects of the counselling provision.

### **Duties and responsibilities**

- Allocate clients to appropriate counsellors in a timely manner
- Manage room booking system
- Risk assess alongside the Counselling Manager, supervisors and counsellors as required
- Support the team of counsellors and supervisors, providing assistance as required via a range of communication methods
- Support the recruitment and induction of counsellors and any additional clinical roles, as required
- Attend supervisors' and counsellors' meetings, if required
- Ensure compliance with clinical regulatory requirements, e.g. BACP and GDPR, and adherence to internal policies and procedures, supporting the annual review process of the latter

## Counselling Co-ordinator

### Person Specification

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<b>Training and qualifications</b>	<ul style="list-style-type: none"><li>• Professionally qualified counsellor (minimum Level 4 Diploma)</li><li>• Member of BACP, UKCP or other professional body</li></ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"><li>• Solid understanding of psychodynamic counselling and how other modalities work alongside it</li><li>• Good ethical practice and quality standards</li><li>• Effective clinical judgement</li><li>• In current supervised practice</li></ul>
<b>Skills</b>	<ul style="list-style-type: none"><li>• Excellent written and verbal communication</li><li>• Excellent administration and organisational skills</li><li>• High level of computer literacy</li><li>• Ability to problem solve and remain calm and objective under pressure</li><li>• Ability to work effectively both independently on own initiative and as part of a team</li><li>• An openness to being challenged</li><li>• An ability to maintain appropriate boundaries</li></ul>

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