

October 2021

Thank you for your interest in the part time **Counsellor** role within West Dean College. Please find attached the following information:

- Job description
- Person specification
- General Terms & Conditions of Employment

If you would like to apply for this position, please submit a detailed CV and covering letter by e-mail to HR:

Email: hmailbox@westdean.ac.uk

Tel: 01243 818 276

Closing date for applications: 14 October 2021

We endeavour to respond to all applicants in a timely manner. If, however, you do not hear from us within two weeks of the closing date, please assume that your application has been unsuccessful on this occasion.

Equality, Diversity & Inclusivity Statement

West Dean College of Arts & Conservation values the diversity of its staff and students. We aspire to be a fully inclusive and representative employer and do not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, faith or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We strongly encourage applications from suitably qualified candidates from a wide range of backgrounds to apply and join our teams at West Dean College of Arts & Conservation.

JOB DESCRIPTION

JOB TITLE	Counsellor
DEPARTMENT/DIVISION	Academic and Student Services
LOCATION	West Dean College & KLC The School of Design
RESPONSIBLE TO	Academic Registrar

MAIN PURPOSE OF THE JOB

Responsible for the provision of individual short and long-term professional counselling advice and guidance to both students and staff at West Dean, to enable everyone to maximise their self-care and develop positive problem-solving skills and techniques for their continued wellbeing.

The counselling service will be provided in a variety of formats including face to face meetings, online meetings, telephone and by delivering therapeutic mental and physical health psycho-educational workshops, and drop-in sessions at both campuses in Chichester and Chelsea Harbour.

Key Areas of Responsibility

- Managing a varied and often complex caseload of students and staff. Conducting robust initial assessments, provision of appropriate individual counselling sessions and determining appropriate interventions on a case-by-case basis.
- Identifying and responding to urgent and complex clinical situations, including assessment and management of risk, crisis planning and support and signposting to the relevant external parties.
- Creation and delivery of appropriate web-based self help resources and training materials to support our students and staff in their well being and mental health.
- Running of focus group sessions on relevant issues facing both students and staff, such as anxiety, depression, stress, personal resilience and understanding mental health conditions.
- Participation in the promotion and delivery of well being campaigns and events to students and staff.
- Attendance at meetings of the Student Support Services Forum
- Maintaining accurate and confidential records and session case notes as required by GDPR and legislation.
- To carry out counselling related administration, including the collection of statistics for reporting purposes.
- Maintain links with relevant professional bodies and ensure professional guidelines are adhered to.

General

- Undertake any other duties as may be reasonably requested.
- Given the nature of the role a flexible approach to your working hours maybe required from time to time.

This job description is subject to regular review in consultation with the post holder.

PERSON SPECIFICATION

Qualifications

Relevant professional qualification counselling/psychotherapy (minimum Level 4)	Essential
Accredited with appropriate professional body, BACP, BPS or UKCP	Essential
A First Degree or equivalent	Desirable

Experience

At least two years post qualification experience of delivering effective counselling support within a varied and complex caseload.	Essential
Experience of counselling young people within an Academic environment	Essential
Experience of providing wellbeing services in an educational environment, preferable higher education	Essential
Previous experience of creating new web based and group face to face training to support mental health/	Desirable
Experience of using and maintaining client counselling databases and accurate recording of case work in line with GDPR and relevant legislation.	Desirable

Skills

Demonstrable knowledge and commitment to Equality, Diversity and Inclusion	Essential
Organisation skills with an ability to organise and prioritise a complex caseload and meet deadlines.	Essential
Resilient and able to work under pressure and on your own initiative	Essential
Able to maintain professional boundaries	Essential
Knowledge, skills and confidence working within a brief intervention framework.	Essential

Personal Characteristics

Ability to demonstrate good listening skills and show empathy.	Essential
Professional and approachable manner.	Essential
Confident communicator, with the ability to build effective counselling relationships with both students and staff.	Essential
Ability to work on your own initiative	Essential

TECHNICAL RESOURCES ADMINISTRATION ASSISTANT

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

- Contract: Permanent
- Duties: As per the attached job description
- Salary : c.£30,000 per annum (pro rata £12,000 per annum)
- Hours : 14 hours per week, over 2 days a week, (one-hour unpaid lunch break)
- Holidays: 33 days per annum (13.2 days pro rata) per holiday year (1 October to 30 September) inclusive of Bank Holidays
- Benefits: Contributory pension scheme, enhanced sick pay, cycle to work scheme, free & discounted places on short courses at West Dean College, free onsite parking