

Norwich Centre Projects Ltd

Sessional Counsellor

Norwich Centre Projects is looking for person-centred counsellors to join its bank of sessional counsellors. This is an opportunity for an experienced person-centred counsellor to contribute to the work of Norwich Centre Projects, which in turn underpins the work of The Norwich Centre.

Job Description:

Sessional counsellors work on a zero hours contract and are offered work on an ad hoc basis at peak times. There is no obligation to accept clients but once accepted you need to work to the end of the process, normally six sessions per client, but occasionally longer.

Salary:

£20,784 p.a. pro rata (£11.42 per hour)

Sick pay:

See attached

Annual leave

You will be entitled 6 weeks pro rata paid leave per annum. In addition your entitlement will include a pro rata allowance for public holidays.

Special Requirement

Leave can only be taken outside term time.

Principle Responsibilities:

To work within the Ethical Framework of the British Association for Counselling and Psychotherapy (BACP).

To work therapeutically with individual clients allocated to their case load.

To undertake initial exploratory sessions with potential clients of the Norwich Centre/Norwich Centre Projects.

To maintain confidentiality and not to discuss or disclose information relating to clients of the Norwich Centre/ Norwich Centre Projects except within the supervisory or line management relationship.

To respect the context within which they work and to be aware of and comply with the policies and procedures of the Norwich Centre/Norwich Centre Projects Ltd.

To maintain accurate and up to date client and administrative records as required taking into account current Data Protection legislation as necessary.

To maintain appropriate quality standards in line with the requirements of BACP for Accredited counselling services.

To undertake administrative work as necessary in relation to client work

To attend regular supervision in accordance with BACP guidelines.

To attend team meetings with the Managing Director of Norwich Centre Projects.

To undertake training and other activities in support of their continuing professional and personal development and to keep abreast of relevant legislation.

To maintain up-to-date knowledge of developments in the field of counselling and the wider social and political environment and update resources as appropriate.

To undertake other duties relevant to the post.

Qualifications and experience:

Essential

Person-centred counsellor qualified to post-graduate/graduate Diploma level on a person-centred training course.

Minimum two years post-qualification experience

Minimum 450 client hours

BACP Registered and Accredited, or meeting the criteria to apply for accreditation

Flexible and able to provide continuity to clients.

Experience of ongoing and time sensitive counselling

Up to date knowledge of counselling and therapeutic policy and practice including local developments and local provision.

Up to date and in depth knowledge and understanding of mental health conditions in the context of working within Norwich Centre Projects.

Computer literate including a good working knowledge of Microsoft Office

applications

Excellent organisational skills

Good communication skills written and spoken

Competent with IT including social media and Microsoft Office

Desirable

MA in counselling

Experience of counselling in an educational environment

Experience of counselling in a commercial environment

Application Process:

To apply for this post please complete the enclosed application form and send to:

Caroline Kitcatt, Managing Director, Norwich Centre Projects Ltd,
7 Earlham Road, Norwich, NR2 3RA

If you require confirmation of receipt of your application please enclose an sae

For an informal discussion please telephone Caroline Kitcatt, on 01603 617709, or
email admin@norwichcentre.org

Closing date for applications: 8th November 2017

Interview Date: TBC