

## The Norwich Centre

The Norwich Centre was established in 1979 and moved to its present premises in 1980. We are a registered charity providing professional counselling services to the local community. We work with local organisations and we also offer counselling to individual clients who can negotiate the fee they pay. We are now developing a service for young people age 18-25 free at the point of delivery. We hope this service will grow and develop and we are actively seeking funding streams to support this work.

We have funding to employ a counsellor to work with young people 18-25 with mild to moderate mental health problems. The contract will be for one day per week and for one year.

### **Part time Counsellor Youth Connect Project (Fixed term contract)**

The Norwich Centre has a vacancy for a part time counsellor. The contract runs for one year working with young people, age 18-25 with mild to moderate mental health issues. This is an exciting opportunity to help us to create a project focussing on the needs of young people, and help us to develop the service.

#### **Job Description:**

This is a one year contract for one day per week, which may expand into further hours as we develop the service. Please note the weekly allowance for hours covers five sessions with clients of 50-60 minutes, or equivalent exploratory sessions, plus administration and liaison. The hours will be worked over a minimum of one and a maximum of two days per week. This is a one year fixed term contract.

**Salary:** £23,660 p.a. (£13 per hour) pro rata

#### **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.

#### **Principle Responsibilities:**

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

To work therapeutically with individual clients age 18-25 with mild to moderate mental health problems.

To undertake initial exploratory sessions with young people who are seeking help with their mental health.

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

To respect the context of the working environment work and to be aware of and comply with the policies and procedures of the Norwich Centre

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 other members of the project team as it develops.

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 identify and manage risk in consultation with the Senior Counsellor and Centre Director

To undertake other duties relevant to the post.

### **Qualifications and experience:**

#### **Essential**

Person-centred counsellor qualified to post-graduate/graduate Diploma level in the person-centred approach.

Minimum one year post-qualification experience

Minimum 300 client hours of which at least 100 should be with young people 18-25

BACP Registered and working towards accreditation.

Flexible and able to provide additional hours when required.

Experience of ongoing and time sensitive counselling

Training in and experience of online working

Up to date knowledge of counselling and therapeutic policy and practice relating to working with young people including local developments and local provision.

Up to date and in depth knowledge and understanding of mental health conditions

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**

Experience of working with under 18s

### **Application Process:**

To apply for this post please complete the enclosed application form and email to [admin@norwichcentre.org](mailto:admin@norwichcentre.org)

**Closing date for applications:** Friday 6<sup>th</sup> October 2023

**Interview Date:** TBC