

# Young People & Adult Counselling



## Recruitment Pack

Dear Applicant,

Thank you for your interest in this exciting role within Motherwell Cheshire.

Here at Motherwell Cheshire we pride ourselves on our values and our continued commitment to support women within our local communities.

Women supporting Women is at the heart of what we do.

We believe in creating safe environments, building trusting relationships, where individuals are treated equally, with dignity and respect at all times - from service users to our relationships with our co-workers as well as our funders and stakeholders.

We believe in working collaboratively as a team at all levels to deliver professional services across our local communities.

Developing our people and enabling colleagues to do their best work is an important part of our culture. As a valued member of our team you can expect a high level of training and development to enable you to grow and progress professionally as a valued member of our charity.

I look forward to hearing from you.

## Why Work for us?

We're committed to creating a positive, flexible and enjoyable workplace that works for everyone - a place where everyone works together for a common goal and one everyone grows.

We are an Award Winning Charity and have a proven track record in supporting young women and girls.

## Benefits

- Our Counsellors have access to a range of free training to enhance their skill-set and their CPD.
- Counselling Supervision costs are paid for.
- Peer Support.
- Case management
- Four Wellbeing Days and your Birthday off to celebrate

Want to know more then check our website

<https://motherwellcheshirecio.com/> and If you're inspired by our mission, and feel you can make a positive difference then email:- [hr@motherwellcheshirecio.com](mailto:hr@motherwellcheshirecio.com)

## **Vision**

Our vision is that women and girls are able to meet the challenges in their lives and access support, education and advocacy, in order to fulfil their potential.

## **Mission**

Encourage, inspire and empower all women and girls to improve their mental health and challenge the associated stigma.



### YP & Adult Counsellor (part-time) Person Specification

Factor	Essential (E) or Desirable (D)
<b>Qualifications</b> Qualified Counsellor to at least diploma level (must have completed 100 counselling placement hours (YP&Adults)).	E
<b>Experience</b> Experience of working with Young People and Adults. Experience of counselling and therapeutic support in localities, schools and communities etc. Experience in project coordination, and working in localities/communities/YP & Adult settings. Knowledge and experience of developing and maintaining self support peer mentoring groups. Experience of appropriate liaison and networking with other professionals.	E E D D D
<b>Knowledge</b> Excellent working knowledge of statutory initiatives, ethical practice, and legislation that impact on Young People such as, Every Child Matters and the Children Act (2004) and Working together to Safeguard Children (2013) etc. Knowledge of theory of self harm and mental health disorders and its impact on C&YP. Working knowledge of MS Word, Powerpoint & Excel.	E D E
<b>Skills &amp; Abilities</b> Ability to produce Powerpoint presentations, workshops and develop training programmes suitable for audience needs and ability. Ability to provide support and train volunteer counsellors who wish to participate in the project.	E E

Ability to work within and adhere to Project outcomes, milestone and timescales. Good administration skills including the ability to write reports, and deliver them accurately and on-time.	E D
<b>Personal Qualities</b> Excellent communicator (verbal and written). Good ambassador and able to promote our aims and objectives. Professional attitude and conduct. Flexible working to meet the needs of C&YP and their families, stakeholders and Motherwell Cheshire. Open to change and new challenges, adaptable, and prepared to explore new ways of working. Travelling will be required.	E E E D D E
<b>Motivation</b> Able to work on own initiative and to use effectively.	E
<b>Team Working</b> Good team player. Able to identify and gather required statistics and to communicate these effectively to Management.	E E
<b>Professional</b> Individual membership of BACP or other professional body. Work within the BACP Ethical Framework of Good Practice (2010). Personal Continuous Professional Development (CPD).	E E E
<b>Other</b> Clean Disclosure and Barring (DBS) check. Valid driving licence, own a car and ability to travel an array of regional venues.	E E



### Job Description: Young Person and Adult Counsellor

<b>Organisations Name</b>	Motherwell Cheshire CIO
<b>Overview</b>	A community organisation supporting women to make positive choices for their health and well being, by way of, counselling, support and drop in clinics.
<b>Role Title</b>	Young People & Adult Counsellor
<b>Location of position</b>	Crewe and Winsford Cheshire
<b>Responsible To</b>	Kate Blakemore, CEO to Motherwell
<b>Purpose/ summary of role</b>	Providing a counselling service to young people and adults within Motherwell Cheshire CIO.

<b>Description of tasks</b>	<ul style="list-style-type: none"> <li>● Providing counselling face to face</li> <li>● Keeping confidential records</li> <li>● Building a relationship of trust and respect with clients</li> <li>● Building a relationship with agencies referring service users in</li> <li>● Listening to clients' concerns, empathising with them, and helping them to see things more clearly or in a different way</li> <li>● Liaising with the counselling lead to ensure appointments are being adhered to</li> </ul>
<b>Time commitment</b>	20 hours per week
<b>Skills/ Qualifications</b>	<p>A British Association of Counselling and Psychotherapy accredited qualification Minimum of Level 4 Diploma in Therapeutic Counselling or equivalent.</p> <p>OR</p> <p>Counselling Skills and Studies Certificate with secured placement working towards Level 4 Diploma Therapeutic Counselling and Sanctioned fit to practice by lead lecturer.          Commitment to receiving regular external supervision.          Commitment to CPD.          Ability to be accountable to Motherwell staff.          Commitment to celebrating diversity.</p>
<b>Training and Support</b>	<p>Induction to organisation.</p> <p>Supervision arrangements - Minimum of 1.5hrs per month of 1:1 supervision to be arranged by counsellor.</p>
<b>Team Members Name</b>	
<b>Team Members Signature</b>	
<b>Date</b>	





### Application Pack

Role applied for		
First Name		
Surname		
Address:		
Post code:		
Email address:		
Home Tel No:		
Mobile No:		
Please indicate your preferred method of contact	SMS	
	Home	
	Mobile	
	Email	

Do you have a current driving licence?	YES / NO
Do you own your own transport or have access?	YES / NO

Do you have any unspent criminal convictions?	YES / NO
If yes, please give details	

Do you have a current DBS check? (within the last 6 months) If yes, please give details below:	YES / NO

<b>Employment History</b>				
Company Name	Position	Dates To - From	Responsibilities	Reason for leaving

Please give a brief details of any paid or unpaid work experience, relevant to this role;

What particular skills/qualities do you think you will bring to this role?

Please list any relevant training including short courses undertaken or currently involved with:

Course title and content	Date and length of training
•	•
•	•
•	•

Please provide a brief personal statement about what interests you in working for Motherwell Cheshire.

Please give the names and contact details of two people who are not related to you, who can be contacted for reference purposes:

Name:  Address:   Tel. No:  Email address:  In what capacity is this person known to you?	Name:  Address:   Tel. No:  Email address:  In what capacity is this person known to you?
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My signature confirms that all the information given on this application form is true and complete.

Signature

Date

Please return this form to:

HR Department

64 Beech Drive, Wistaston, Crewe, CW2 8RG

OR

Email: [hr@motherwellcheshirecio.com](mailto:hr@motherwellcheshirecio.com)

