



Job Description
Children & Family Counsellor

- Post:** Children and Family Counsellor (14 sessions)
- Sessions:** The sessional (hourly) rate is £21.57
Please note that the 14 sessions (hours) are broken down into:
9 hours: face to face/remote counselling
5 hours: to include time for; notes, supervision, clinical supervision groups, staff meetings, one-to-ones, annual away day, CPD and any other relevant duties needed
- Location:** Relate Bradford Office
1st Floor, Bradford Trident Business Centre
11 Edward Street
Wakefield Road
Bradford
BD4 7BH
- The post may involve working in a number of locations depending on client needs. You will need to be flexible on your place of work and able to use your own transport. Your work base will be at Bradford and/or working remotely via Microsoft Teams or by telephone
- Responsible to:** Chief Executive Officer
- Clinical Supervision:** Clinical Supervisor
- Annual Leave:** 20 days a year, plus Bank Holidays pro rata
- Pension:** We operate a contributory pension scheme which you will be auto-enrolled into (subject to the conditions of the scheme)
- Probationary Period:** 6 months

Role Summary:

To work with the centre team to deliver Relate counselling. The postholder will be eager to contribute to continual efforts to improve the services we provide in our community, as well as engaging in training and development opportunities and ongoing supervision.

You will assess and provide counselling to children and families needing counselling support from Relate Bradford. This will include clients from both the Bradford and Leeds area. The post is based in Bradford and although we are currently delivering remote services, we plan to return to 'in the room' support alongside our current remote offer. For this reason, the post holder's main workplace will be in our Bradford City Centre Office.

As well as managing a caseload, the postholder will maintain online client records in a timely manner.

Key contacts:

Internal: *Chief Executive, SLT- Head of Finance, Head of Service Delivery & Development, Clinical Supervisors, Relate Bradford Counsellors and therapists, Office Team; Office Coordinator, and Appointment Secretaries, HR Assistant*

External: *External Agencies, across the private, public and voluntary sectors.*

Salary range: £27,741 - £28,672 (37 hours FTE)

Role:

To undertake all requirements of practice, training and supervision, safeguarding, to achieve and maintain registration on the Relate Practitioner Register as a Children and Family Counsellor.

To comply with the British Association for Counselling and Psychotherapy's and Relate's Ethical Principles and guidelines. Also to work within Relate's local and national policies and practice guidelines, including those on equal opportunities & diversity and confidentiality. In every respect to work to maintain the standards and reputation of Relate.

To work as a Children and Family Counsellor at dates/times agreed with centre management and to vary these as reasonably requested.

To implement a plan, and to engage with this as an ongoing process of Continuous Professional Development in accordance with agency requirements.

To attend case supervision groups, individual supervision, one-to-one meetings, staff meetings, away days and other, as deemed necessary.

To account for activity as a counsellor to the Clinical Supervisor's and Relate Bradford's Chief Executive.

To maintain adequate and secure case records in accordance with clinical guidance.

Provide information about activity as a counsellor by providing timesheets and other relevant data digitally.

To participate in consultations on service and policy development, as well as admin procedures.

Provide regular vignettes of case studies to Head of Service and encourage clients to complete feedback to support reporting requirements of our funders.

To undertake other activities deemed reasonable at the direction of Relate Bradford's Chief Executive.

PERSON SPECIFICATION

Please use your supporting statement to evidence how you meet each of the criteria and attributes.

Essential Criteria/Attributes

- Minimum level 5 qualification in Counselling, with additional training and/or experience working with Children and/or families. A registered and accredited member of a professional body such as BACP or working towards accreditation.
- Able to provide and receive highly complex, sensitive, or contentious information. Communicates information on formulation, risk and treatment effectively; elicits highly sensitive information, sometimes through interpreters or advocates e.g., behaviour, state of mind, where there is a need for reassurance, empathy and to gain agreement from the client to a therapeutic regime.
- Specialist knowledge across range of interventions underpinned by theory. Knowledge of range of counselling procedures and techniques.
- Excellent analytical skills and judgement, for example dealing with multiple complex needs, selection of appropriate therapeutic treatment and decisions around referrals to specialist services.
- Highly organised-planning and agreeing a counselling contract to lay down what will be covered in sessions, including the number of sessions and any confidentiality issues. Manage ongoing caseload of clients, including completion of all case associated material and case notes.
- Exceptional Team player: liaising with client and admin team to maximise counselling sessions filled and attended.
- Highly motivated self-starter with a strong commitment to the wellbeing of Children and Families.
- Solution focussed, with an appreciation of the wider strategic aims of Relate Bradford.
- Adaptable to changing work environments and able to work flexibly including evenings, weekends and at locations to suit need.



- Highly effective communicator, with the ability to communicate Relate's vision and plans to a range of audiences.
- Reliable and punctual
- Ability to work with tact, diplomacy and compassion with colleagues and clients.
- A passion for working in the charitable sector to make a difference to the quality of peoples' lives.

Desirable

- Training in Couples Counselling
- Experience of counselling through a range of delivery methods i.e. face to face, individual, group, remotely.
- Experience of working therapeutically with clients from a range of backgrounds, especially those who may be socially excluded.