



Job Description

Relationship Counsellor

Post: Relationship Counsellor

Sessions: The sessional (hourly) rate is £21.57
Please note that the 8 sessions (hours) are broken down into:
11 hours: face to face/remote counselling
5.5 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

Responsible to: Chief Executive Officer

Clinical Supervision: Clinical Supervisor

Annual Leave: 20 days a year, plus Bank Holidays.

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

Relate Bradford & Leeds

Relate Bradford & Leeds is a registered charity and has a Board of Trustees, which is legally accountable for the activities of the organisation.

Relate Bradford & Leeds are fortunate to have a diverse client demographic and colleagues embrace and positively promote equal rights for those of different social, gender, ethnicity and sexual orientation.

About Relate Bradford & Leeds

Why we do what we do

Because the relationships we have with ourselves and others matter and good relationships help us all to live more fulfilled, healthier and happier lives.

What we do

As a caring organisation, we give you the time, space and support to explore relationships and help you see how you might be able to work through and overcome relationship challenges in order to move forward positively.

- We put you at the heart of all that we do, by providing a confidential, ethical and professional counselling service of the highest quality, exploring options, individually tailored to your current situation
- We enable you to be more aware of feelings, to explore options and to improve coping skills
- We work in partnership with others

Our values, principles and behaviours

- We place kindness at our core and always strive to be respectful, supportive, professional, dependable and empowering
- As a passionate, curious and creative organisation looking to the future, we endeavour to develop innovative and dynamic interventions, continually championing the importance of healthy relationships and the role they play in ensuring good mental health
- With our partner organisations, we will be helpful, responsible, collaborative and dynamic

We have an active Board, responsible for governance (steering and accounting for the organisation) whilst day to day management functions (getting things done) are organised by the Chief Executive Officer.

Main Purpose of the Role:

To deliver and evaluate high quality, effective and professional relationship counselling services to Relate clients when required

To participate in the development of services delivered at the centre as required

Principle Accountabilities:

- Adhere to the codes of ethics and practice adopted by Relate and relevant Counselling Professional Bodies.
- Be aware of and adhere to all Relate policies and practices, including Child Protection and Confidentiality to ensure the safety of clients and staff
- To maintain confidential records according to the data protection regulations and centre procedures

<ul style="list-style-type: none"> • Maintain accurate and appropriate records and store confidentially • Working autonomously and within a team • Experience of working with the voluntary sector • Experienced in assessing client needs and negotiating fees and/or signposting to appropriate provision 	<p style="text-align: center;">Yes</p> <p style="text-align: center;">Yes</p>	<p style="text-align: center;">Yes</p>
<p>Key attributes:</p> <ul style="list-style-type: none"> • Professional and positive approach to work • Able to think creatively to support the development of the services offered • Adaptable to changing work environments and able to work flexibly including evenings, weekends and at locations to suit business needs. (Minimum of 4 unsocial hours) • Able to work with tact and diplomacy and compassion • Reliable and punctual • Excellent verbal and written communication skills 	<p style="text-align: center;">Yes</p> <p style="text-align: center;">Yes</p> <p style="text-align: center;">Yes</p> <p style="text-align: center;">Yes</p> <p style="text-align: center;">Yes</p> <p style="text-align: center;">Yes</p>	