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| THE UNIVERSITY OF NOTTINGHAM  Recruitment Role Profile Form |

## Job Titles: Psychotherapist/Counsellor (Part time)

## Department: University Counselling Service, Division of Student Operations and Support, Registrar’s Department

**Salary:** £37,394 - £45,954 per annum (pro rata), depending on skills and experience. Salary progression beyond this scale is subject to performance.

**Hours of Work:** Part- time

Post 1: 3 days per week (22 hours)

Post 2: 3.5 days per week (25 hours)

**Location:** The University of Nottingham

**Responsible to:** Dr Valerie Watson, Head of the University Counselling Service

The University Counselling Service office is based on University Park, the main University campus, in excellent accommodation in The Orchards Building. The University Counselling Service offers a free, confidential service to registered undergraduate and postgraduate students and to all members of staff of the University on all its campuses. It is staffed by a well established team of counsellors/ psychotherapists from a range of theoretical orientations. The core service offered is individual work; therapeutic groups and workshops have become an important and integral element in the service offered to the University. Applications for these two posts are particularly invited from male counsellors and psychotherapists and counsellors from an ethnic minority background.

**Job description:**

The two post holders will be expected to:

1. Offer counselling/psychotherapy, primarily short term, to both student and staff members of the University community. To carry out this work with consideration of the University context and the academic cycle.
2. Offer initial assessment appointments to determine appropriate intervention and to assess risk.
3. Work within the BACP Ethical Framework.
4. Maintain continuing professional development through working with an external supervisor, and through attendance at training events and conferences in accordance with maintenance of accreditation standards.
5. Join an established team of practitioners, and be committed to working as part of that team.
6. Contribute to the delivery of the Groups and Workshops Programme of the Service.
7. Maintain accurate and up-to-date client records, and carry out the necessary administration to enable collection and analysis of statistics as part of the evaluation of the University Counselling Service.
8. Fulfil the administrative requirements of the Service.
9. Refer to other agencies both within and outside the University appropriately.
10. Co-operate with the management structure whereby day to day management is through the Head of Service, and departmental accountability is to the Head of Student Operations and Support.
11. Take on other duties that may be required from time to time by the Head of Service on behalf of the University Counselling Service.
12. Be willing and able to work on other University of Nottingham campuses.

**Skills, Knowledge and Experience:**

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|  | Essential | Desirable |
| Qualifications/Education | Have a degree from an Institute of Higher Education. Will have completed counselling/ psychotherapy training to at least Diploma (or equivalent) level, andhave experience in supervised counselling/ psychotherapy following formal training. |  |
| Accreditation/Registration | Hold BACP accreditation/UKCP registration (or equivalent).  Work within the BACP Ethical Framework. Demonstrate a clear understanding of ethical issues with particular reference to confidentiality and boundaries |  |
| Skills/Training | Able to demonstrate some flexibility of counselling/psychotherapeutic approach to the wide range of problems presented to UCS. | Training and/or experience of working with therapeutic groups. |
| Experience | Experience of short term work, eg brief focussed, is essential. Prior experience of working in a HE counselling service or similar setting.  Applicants should have a good understanding of mental health problems in order to be able to effectively assess risk.  Ability to demonstrate an awareness and understanding of developmental, interpersonal and educational issues relevant to the student and staff population and the University context.  Ability to recognise and work appropriately within limits of professional competence. | Have experience of working within a mental health setting.  Experience of delivering workshops.  Experience and or knowledge of online counselling provision |
| Assessment | Able to offer assessment appointments. |  |
| Personal attributes | Able and willing to work as part of an established, specialist team.  Ability to manage caseload. Ability to organise time effectively and cope with periods of very intense pressure of work. Ability to maintain accurate and up-to-date client records, and complete administrative work efficiently. | Have an understanding of institutional dynamics and the ability to work with the tension between the needs of the client and the requirements of the University. |