



Job title	Counsellor	Job family and level	Administrative, Professional and Managerial 4
School/ Department	University Counselling Service Student Wellbeing/ Student and Campus Life	Location	University Park Campus

Purpose of role

The university counselling service comprises of counsellors and senior counsellors, reporting to a Head of Service for Specialist Wellbeing Services (Counselling and Mental Health).

The role will provide student-centred, short term, focussed counselling to students who are referred for support during their time at university including 1:1 counselling and group work. The role will also contribute to the delivery of a range of psychoeducation workshops and creation, curation and promotion of self-help resources available to all students.

You will provide counselling support that enables students to navigate university life and to pursue their goals as a student and beyond. You will contribute directly to supporting students achieve their potential at university through thoughtful delivery of student-centred counselling, focussed on the here and now. You will support students to navigate distress, life stressors and emotional experiences that may impact on their ability to achieve their potential.

Given fluctuations of demand within the academic year, the percentages reflected in this document are likely to fluctuate throughout the year.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1.	<p>Delivery of counselling</p> <ul style="list-style-type: none"> ▪ To deliver 1:1 student-focussed counselling to the university community, working predominantly short term (generally up to 4 sessions) and within the One At A Time model. This includes Counselling Consultation (Initial Appointments), follow up appointments and signposting to and navigation of specialist services as required ▪ Maintain concise, accurate and up to date records of counselling work, including planned next steps for support ▪ To contribute to the design and delivery of a programme of groups and workshops to the university community based on student need ▪ Work within the BACP Ethical Framework for Counselling Professions (2018) 	80%

2.	<p>Network and outreach</p> <ul style="list-style-type: none"> ▪ Network and build relationships with key colleagues across the university in order to share ideas and seek opportunities to collaborate to meet student need, this may include acting as the link person from the counselling service for a specific school, department or other professional service area ▪ Contribute to a range of outreach activities that support raising awareness of counselling and other wellbeing support available for students 	5%
3.	<p>Wellbeing resource creation</p> <ul style="list-style-type: none"> ▪ Create student-centered self-help resources for students using a variety of mediums and with a variety of audiences and student groups (e.g. digital and print leaflets, podcasts, videos, social media content etc) ▪ Curate resources that can be shared with a range of audiences, including applicants, students accessing 1:1 support, and the wider student community, including resources that support the ending of 1:1 counselling ▪ Design and evaluate psychoeducational workshops/short courses 	5%
4.	<p>Service improvement</p> <ul style="list-style-type: none"> ▪ Take an active role in discussions and decisions relating to service delivery and evaluation, including identifying areas for improvement, innovation and collaboration 	5%
5.	<ul style="list-style-type: none"> ▪ To maintain continuing professional development through supervision and attendance at training events ▪ Work towards BACP accredited membership if you are not already accredited ▪ Additional responsibilities that fit within the scope of the role and level of responsibility 	5%

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Innovative, intergrative, creative and flexible approach to counselling work ▪ Effective communication and interpersonal skills ▪ Demonstratable ability to take responsibility for and resolve problems and challenges as they arise ▪ Proven planning and organisational skills, able to balance competing demands and prioritise effectively ▪ Ability to seek support or advice proactively when required ▪ Passionate about providing student-centered counselling support ▪ Enthusiastic team member, ability to build relationships and networks within the team and in the wider organisation ▪ Ability to reflect upon, evaluate and learn from own performance and commit to continuous improvement ▪ Commitment to proactive and inclusive practice 	<ul style="list-style-type: none"> ▪ Groupwork skills ▪ Workshop delivery skills ▪ Counselling skills across a variety of modalities (e.g. in person, online, phone)
Knowledge and experience	<ul style="list-style-type: none"> ▪ Experience of providing short term, focused one to one counselling to adults using a variety of approaches, ideally in a university or other educational setting ▪ Knowledge of the challenges and experiences of adults in Higher Education ▪ Experience of delivering counselling to a wide range of people, from a variety of demographic groups 	<ul style="list-style-type: none"> ▪ Experience of working within a One At A Time model of delivery ▪ Experience of working with outcome measures and utilizing a variety of assessment methods ▪ Experience of using data, metrics and narrative to track and demonstrate change over time

	<ul style="list-style-type: none"> ▪ Understanding of the role counselling within an educational context ▪ Demonstrable working knowledge of risk assessment and management, safety and safeguarding ▪ Demonstrable understanding of working within the BACP Ethical Framework ▪ Experience of working independently and as part of a team ▪ Experience of working in a large organisation, contributing to local and institution wide goals 	
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ Core counselling practitioner qualification as defined by the BACP or equivalent (e.g. UKCP, BPS) ▪ Willingness to work towards BACP accredited membership or equivalent if not already achieved 	<ul style="list-style-type: none"> ▪ BACP accredited membership
Statutory, legal or special requirements	Satisfactory Enhanced disclosure obtained from the Disclosure and Barring Service.	



Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

- Valuing people** Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.
- Taking ownership** Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.
- Forward thinking** Driven to question the status quo and explore new ideas, supporting the team to "lead the way" in terms of know-how and learning.
- Professional pride** Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.
- Always inclusive** Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

Key relationships with others



