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| Job Title **Job Description and Personal Specification** | |
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| **Job title:** | Catch22 Counsellor (Term Time Only) |
| **Place of work:** | Basildon, Essex |
| **Hours of work:** | 4 X days |
| **Salary/Grade:** | Operations - Practitioner |
| **Reports to:** | Young People & Families Service Manager (East) |
| **Level of screening:** | Application, Interview, subject to 2 x references and enhanced DBS (Child and Adult Workforce) |
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| Who we are | |

Catch22 exists to help build a society where everyone has a good place to live, good people around them, and a fulfilling purpose. [We call these our '3Ps'.](https://www.catch-22.org.uk/about/our-vision/)

We achieve this in two ways. First we improve lives on the frontline through delivery of public services. Secondly, we use our knowledge to change 'the system', to fix the complex web that can trap and disempower those it was set up to help. With the heart of a charity and the mindset of a business, we are uniquely placed to deliver on this challenging agenda.

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| Where you fit in |
| The successful post holder will be a member of the BACP, have a related counselling qualification and will be working in an academy covering both Upper and Lower sites. You will support young people attending the academy in need of emotional support to achieve their full potential.  You will work alongside pastoral staff at the academy to coordinate counselling session times, absences and referrals, as well as with a Catch22 Administrator and Service Manager to provide the information required to produce our termly report.  You will be a member of the British Association for Counsellors and Psychotherapists (BACP), be a suitably qualified counsellor, have access to Catch22’s full range of Learning & Development Opportunities, whilst also having access to an annual CPD budget and attending regular clinical supervision sessions (costs for which will be covered by Catch22). | |
| Main Duties & Accountabilities |

To coordinate referrals with academy staff and Catch22 administrator.

To provide structured counselling services on behalf of Catch 22 in accordance with BACP professional ethics, national standards and guidelines and within the remit of the service contract.

Attend monthly clinical supervision with an appropriately qualified clinical supervisor.

To recognise and report Safeguarding issues relevant to the role.

To produce 2 x case studies per term, and ensure the Catch22 Administrator has the required information to produce a termly report (including session attendances and young people “distance travelled” information).

To provide a daily update of sessions attended/missed to the academy.

To work in a multi-disciplinary way through building and maintaining excellent relationships with partners, sharing information in line with GDPR and Catch22 Confidentiality policies.

To ensure that Health and Safety processes are followed

Adhere to and ensure the implementation of Catch22 organisational policies and procedures within your role.

Be fully committed to the active promotion of Catch22’s Policies & Procedures, including our Equality and Diversity Policy. It is the responsibility of every member of staff to ensure the practical application of this policy

To take a pro-active role in your personal and professional development

To engage in Catch22’s PEF (Performance & Engagement) process, including annual target setting, review, personal and professional development goal setting.

Attend monthly line management one to one supervision with the Service Manager.

To act as an ambassador for Catch22, upholding and promoting our values

Carry out such other relevant duties, as required

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| What does good look like for this role? |

* The service is delivered in line with contract requirements, the needs of young people and all targets are met.
* The service is delivered to a high standard of performance and safety.
* Agreed performance targets are achieved.
* Service users have a positive experience and achieve their goals.

The above will be met through forming excellent working relationships with all our stakeholders. This will be evidenced through regular 1.1 meetings with your line manager, through achieving PEF (Performance & Engagement framework) targets, which will be quality assured through Catch22’s “Brilliant Basics” audit process.

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| Organisational Relationships |

The post holder will work closely with the Service Manager, with the local Catch22 Administrator, will have the opportunity to engage in related organisational initiatives and work streams, as well as liaising with the wider Catch22 Group as required.

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| Job Title: Person Specification | | | |
| **COMPETENCY** | **ESSENTIAL** | **DESIRABLE** | **ASSESSMENT** |
| **QUALIFICATIONS** | Relevant Counselling Qualification  Current BACP Membership | Qualification in a relevant discipline such as youth work.  Completed a Level 2 or above safeguarding certificate in the last 3 years. | A, I |
| **KNOWLEDGE** | Knowledge of the issues faced by children and young people, and the impact this has on emotional wellbeing and mental health  Practical knowledge of working with young people in a therapeutic environment  Knowledge of the types of therapeutic approaches best adopted with people through the counselling process, based on their individual needs. | Practical knowledge of the issues facing young people in a mainstream education environment.  Extensive working knowledge of the difficulties facing young people relating to complex Mental Health and Safeguarding issues. | A, I |
| **EXPERIENCE** | Experience of working with young people in a counselling environment  Some familiarity with Safeguarding, Health & Safety, Equal Opportunities & GDPR processes and procedures  Experience of providing information in regards counselling work undertaken. | Experience of working in a multi-agency environment, or with a range of stakeholders and partners.  Experience of supporting young people through the counselling process in a mainstream education setting.  Experience of co-ordinating confidential referrals in line with priority requests, dealing with confidential documents of a sensitive nature. | A, I |
| **SKILLS & ABILITIES** | Able to manage, co-ordinate and prioritise workload  Good written and verbal communication skills  Able to use a variety of personable communication methods when working with a variety of stakeholders  Good administrative & IT skills  Excellent time keeping and organisational skills  Sound understanding of and use of judgement when identifying Safeguarding issues that need ‘escalating’. | Able to understand the systems and processes associated with data collection for reporting purposes  Ability to use the Microsoft Office 365 suite of programmes (i.e. Word, Excel, Teams etc)  Able to work on own initiative or as part of a team (with internal colleagues and/or external partners) as required |  |
| **OTHER** | Share Catch22 values and comply with our policies and procedures  Awareness of and commitment to Equality, Diversity and Inclusivity  Ability to attend the academy 2 days per week (Monday and Tuesday) during term time.  Willing to be flexible where needed.  To carry out such other relevant duties, as may be required and as are relevant to the nature of the post. |  |  |