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|  Role Description |
| **Role Title:**  | Counsellor / Student Counsellor |
| **Reporting to:** | Counselling Coordinator |
| **Responsible for:**  | No direct reports  |
| **Location:** | Brecon / Home / Community (As agreed)  |
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| **Our Purpose** Here when you need us to help you manage your mental health & wellbeing |
| **Our Vision**We support mindsWe connect mindsWe change minds Together, we are Mind  |
| **Our Mission**Promote the preservation of good mental health by enabling and empowering everyone experiencing mental health problems to live with, manage and recover from their condition. Relieve the needs of people with mental health problems by working to increase understanding of mental health by gathering and disseminating information and working to raise awareness, promote understanding and challenge stigma and discrimination.  |
| **Role Purpose:**Provide quality counselling interventions, empowering individuals to work towards their own personal goals; whilst promoting independence and a positive approach to wellbeing.  |
| **Responsibilities:**1. In line with qualifications, carry out an accurate assessment of risk to self and others as part of the interventions.
2. Ensure standards of practice are adhered to and keep up to date with any new recommendations/guidelines set by relevant professional bodies including the NHS, BACP or equivalent.
3. Ensure that client confidentiality is protected at all times in line with BACP or equivalent standards and Data Protection Law.
4. Keep up to date with advances in counselling therapies in support of those with mental health problems and in distress.
5. Maintain high standards of safeguarding and ensure that the charity’s safeguarding policy and procedures are followed at all times.
6. Receive payment, or provide accurate information for invoicing, for counselling sessions following Brecon & District Mind financial procedures.
7. Complete and keep own confidential records securely following BACP (or equivalent) standards.
8. Complete agreed monitoring, attendance and feedback records for Brecon & District Mind.

 1. Arrange and attend appropriate clinical supervision sessions in line with BACP (or equivalent) standards.
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| **General Requirements:*** Contribute positively and work in accordance with Brecon and District Mind’s culture, values, aims and objectives
* Work diligently to meet the requirements of this role description
* Always seek to continuously improve so that the highest quality standards are achieved
* Participate positively in internal/external events, meetings and training as required
* Positively participate in one to ones and appraisals
* Ensure that relevant policies, procedures and working practices are adhered to at all times
* Act as a positive ambassador for Brecon and District Mind
* Positively contribute to the team working environment, taking ownership of issues and supporting colleagues where appropriate
* Contribute to a safe & welcoming Wellbeing Centre, including welcoming visitors and cleaning.
* Be flexible and willing to undertake any other duties that may be reasonably be required
* Positively contribute to the evaluation of the impact of programmes and other key business plan objectives.
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Person Specification

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| **Qualifications** | **Essential**  | **Desirable**  | **Method of Assessment\***  |
| Relevant professional counselling qualification at minimum level 4 (or equivalent), or enrolled student with a fitness to practice certificate. | **\*** |  | A, C |
| Membership of BACP or equivalent |  | **\*** | A |
| Evidence of commitment to own and others’ continuing personal development  | **\*** |  | A, I  |

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| **Experience** | **Essential** | **Desirable** | **Method of Assessment\***  |
| Experience of providing talking therapies which assist and support those with mental health problems  |  | **\*** | A, I  |
| Experience of working on a one to one basis delivering counselling face to face  |  | **\*** | A, I |
| Experience of delivering counselling on telephone, online or other methods |  | **\*** | A,I |
| Experience of working with people with mental health problems and vulnerable adults  | **\*** |  | A, I  |
| Experience of counselling with children or couples |  | **\*** | A,I |
| Experience of working within a community based counselling/listening service |  | **\*** |  |

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| **Knowledge & Skills** | **Essential** | **Desirable** | **Method of Assessment\***  |
| Ability to work effectively and positively with people with mental health problems | **\*** |  | A, I |
| Ability to communicate effectively, verbally and in writing with a diverse range of individuals with different levels of understanding and ability  | **\*** |  | **I** |
| Good IT skills including working on a client database, using Microsoft 365 and telephone & video calls | **\*** |  |  |
| Engagement skills – able to engage effectively with service users to obtain and act upon their feedback  | **\*** |  | A, I |
| Understanding or equality legislation and able to identify inappropriate behaviour | **\*** |  | **I** |
| Knowledge of relevant legislation  | **\*** |  | A, I  |
| Sound understanding of GDPR, and Data Protection regulations |  | **\*** | I |

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| **Personal Attributes** | **Essential** | **Desirable** | **Method of Assessment\***  |
| Able to work calmly and professionally under pressure  | **\*** |  | I |
| Team player – work efficiently and effectively with colleagues and associates  | \* |  | I |
| Appreciation of the need for equality of opportunity for all – able to tailor approach accordingly  | \* |  | I |
| Able to work on own initiative  | **\*** |  | **I** |
| Able to follow agreed working procedures effectively  | **\*** |  | I |
| Able to prioritise workload and achieve deadlines  | **\*** |  | I |
| Able to work effectively with a wide range of key stakeholders | **\*** |  | I |
| Significant enthusiasm for the work of Mind  | \* |  | I |
| Proactive approach, a self-starter | **\*** |  | **I** |
| Operates with integrity and honesty at all times  | **\*** |  | **I** |
| Commitment to continuous service improvement  | \* |  | I |
| Able to contribute to ensuring that the premises are welcoming and well presented | \* |  | I |
| Ability to speak Welsh  |  | **\*** | A,I |

\* A – Application / C – Certificate / I – Interview / AT - Assessment Test