



Student Education Service / Corporate Services

Student Counselling Centre / Staff Counselling and Psychological Support Service

Counselling Bank Worker

Recruiting to a 'bank' which means no immediate vacancy being filled but your details will be kept on file if you meet shortlist and interview requirements

We are seeking expressions of interest from suitably qualified candidates to undertake Sessional Counselling work within the University's Student Counselling Centre (SCC) and Staff Counselling and Psychological Support Service (SCPSS). We have teams of dedicated staff, who offer Counselling support to the student and staff population of the University of Leeds; however, on occasions there is the requirement to supplement our provision through Sessional Counsellors.

By registering your interest, your application will be reviewed against the person specification requirements and if you meet the specification you will be invited to an interview. This interview is to determine your suitability, but does not guarantee you any work. If you are successful at interview, your details will be kept on file and when work becomes available you will be contacted. If you are available for the period offered, you will be employed by the University on a fixed term contract with guaranteed hours for the duration of the employment period. If more than one person is available for the period being offered, a competitive interview may be necessary to determine who is employed for that particular period of work.

The SCC and SCPSS provide counselling, groups and workshops for students and staff at the University. The SCC team is comprised of a Core Team, sessional counsellors, qualified volunteer Associate counsellors and trainee counsellors. For more information about the service we provide, please visit our website <http://students.leeds.ac.uk/info/100001/counselling>

The SCPSS team is comprised of two Staff Counsellors and a part time administrator. For more information about SCPSS visit their website <http://www.leeds.ac.uk/occupationalhealth/counselling.html> .

Both the SCC and SCPSS are well-established, successful, busy and innovative services. Both services are based in their own premises in the heart of the campus. Mainly brief models are used, working with a wide range of presenting issues.

A counselling bank worker is a professional counsellor who satisfies the person specification criteria and has been interviewed. Being in the counselling bank does not guarantee work but makes you eligible for the offer of work when it arises.

When employed, counselling bank workers will be contracted to work on a fixed term basis with guaranteed hours for the duration of the employment period.

Rate of pay: £27.30 per hour

Informal enquiries may be made to Nigel Humphrys, tel +44 (0)113 343 34107, email n.r.humphrys@leeds.ac.uk.

Closing Date: Monday 6th July 2015

Interviews are expected to be held on Monday 10th August 2015

Ref: SESSP1046

Click here for further information about working at the University of Leeds www.leeds.ac.uk/info/20025/university_jobs

Job Description

Responsible to and reports to: Head of the Student Counselling Centre and the Manager of the Staff Counselling and Psychological Support Service

Main duties and responsibilities

You will contribute to the professional work of the Student Counselling Centre, which aims to enable students to realise their personal and academic potential and also contribute to the professional work of the Staff Counselling and Psychological Support Service, which supports staff wellbeing and resilience.

- Offer one to one confidential counselling, which will largely be within a brief counselling framework.
- Offer a range of counselling interventions appropriate to the needs of the students.
- Be able to assess for risk and take action where appropriate.
- Arrange and engage in professional supervision.
- Maintain adequate records whilst ensuring the confidentiality of all clients.
- Identify, be knowledgeable about and liaise with services within the University and externally and be able to refer appropriately.
- Attend the annual business and training meeting and any other appropriate team training events.
- Contribute to the development of the service(s) policy and provision, where appropriate.
- Undertake such other duties as the Head of the Student Counselling Centre and the manager of Staff Counselling and Psychological Support Service (SCPSS) may, after consultation with you, reasonably require.

Career Expectations

The University of Leeds is committed to developing its staff. All staff participate in the Staff Review and Development scheme and we continue to work with individuals, supporting them to maximise their potential.

Progression to a higher grade is dependent on an individual taking on an increased level of responsibility. Vacancies that arise within the area or across the wider University are advertised on the HR website - <http://jobs.leeds.ac.uk> - to allow staff to apply for wider career development opportunities.

University Values

All staff are expected to operate in line with the university's values and standards, which work as an integral part of our strategy and set out the principles of how we work together. More information about the university's strategy and values is available at <http://www.leeds.ac.uk/comms/strategy/>.

Person Specification

Essential

- Substantial experience in counselling/psychotherapy.
- A recognised professional counselling/psychotherapy/counselling psychology qualification, e.g. Diploma, Masters.
- Be accredited or eligible for accreditation by the BACP, UKCP or BPS.
- Experience of working with a diverse client group.
- Experience of risk assessment and referral procedures.
- A high level of commitment.
- Good organisational, administrative and IT skills.
- Excellent communication skills.

Desirable

- Experience of counselling in an educational environment, preferably higher education.
- Experience of workplace counselling.

Additional Information

Details of the terms and conditions of employment for all staff at the University, including information on pensions and benefits, are available on the Human Resources web pages accessible at <http://hr.leeds.ac.uk/>

The Partnership

The Partnership has been developed by students and staff and describes the mutual expectations of us all as members of the University of Leeds community. More information about the Partnership is available at <http://partnership.leeds.ac.uk>

Disclosure and Barring Service Checks

This post falls under the remit of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. As such, all applicants are required to declare any convictions, cautions, reprimands and warnings, including any pending criminal prosecutions and those which would otherwise be considered 'spent' under the 1974 Act. Declarations of any such information should be made in the 'other personal details' section of the application form and details sent to the Recruitment Officer.

Enhanced Disclosure from the Disclosure and Barring Service (DBS) is required for this position. The successful applicant will be required to give consent for the University to check their criminal record status through independent verification (from the DBS). Information will be kept in strict confidence. Your offer of appointment will be subject to the University being satisfied with the outcome of these checks.

Disabled Applicants

The post is located in the Student Counselling Centre. Disabled applicants wishing to review access to the building are invited to contact the department direct. Additional information may be sought from the Recruitment Officer, email disclosure@leeds.ac.uk or tel + 44 (0)113 343 1723.

Disabled applicants are not obliged to inform employers of their disability but will still be covered by the Equality Act once their disability becomes known.

Further information for applicants with disabilities, impairments or health conditions is available in the applicant guidance.