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**Qualified Project Counsellor / Grief Facilitator (Part time)**

(Job Reference Code: TNL508QPC/GF)

**Job Description**

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| **Hours:** | 22.5 hours per week.  Funded until 31st September 2026  Flexible to suit the successful candidate/ project requirements, including possible evening/ weekend hours. |
| **Salary:** | £24,900.00 per annum, pro-rata for 22.5 hours |
| **Holidays:** | 29 days and 8 statutory bank holidays, pro rata. |
| **Location:** | Post will be delivered from home base, outreaches, community locations (Wirral), online and by telephone |
| **Line manager:** | Clinical Manager |

**Overview of the Role**

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| To manage referrals, organise counselling sessions and deliver outcome focused, child-centred, time limited counselling.  Paramount for delivery of the service is client confidentiality and Client/Counsellor safety. Referrals are made directly into the Dove Service (TDS) Head Office (HO) and details provided to the Counsellor for him/her to arrange appointments to suit the client and the Counsellor availability.  To manage his/her own diary and take responsibility for completing daily information on the Dove Service electronic diary and client database.  To complete all project administration, including evaluation & assessment tools, case studies and client stories, to support impact measurement as appropriate to the project, in line with service requirements.  To complete appropriate case notes, ensuring details are kept securely, confidential, and are available to TDS, as and when required.  To provide information to Management, as required, and to ensure adherence to project outcomes, milestones and timescales.  As part of a wider project team:  To provide training and awareness on issues of grief, loss and other topics for C&YP, parents and professionals working with C&YP.  To signpost professionals and parents, as well as C&YP to make referrals for counselling following the delivery of training or other community intervention.  To liaise with community groups, schools and other networks to arrange training, awareness raising, advice/guidance sessions, drop in groups and to work creatively to develop a range of other interventions that will deliver on the targets of the project.  To develop a network of community grief champions, deliver training to support their development and maintain a relationship with the champions through regular meetings and communication.  **Detailed Responsibilities**  **Counselling**   1. To provide counselling to adults and C&YP (aged 4+), as required, within the boundaries of the contract. 2. Maintain ethical supervision as required by TDS and BACP. 3. To adhere to the latest BACP Ethical Framework for Good Practice and to work in an ethical manner within TDS. 4. To attend, or provide information for, any multi-agency meetings in support of C&YP as required.   **Training / Community Engagement**  *(as part of a wider team, in collaboration with your colleagues)*   1. To provide training/workshops to parents, carers, community workers within children’s centres and/or schools, or elsewhere, as required and agreed. 2. To provide training/workshops to identified professionals and parents around issues of grief and loss & other topics, to increase awareness and work with Peer Support Groups (as required). 3. To provide training and/or workshops to C&YP through school assemblies, small groups, community settings and other networks. 4. To ensure that training programmes are specific to the needs of the audience. 5. Ensure that all evaluation forms, assessment tools and feedback, including case studies and client stories are included within monthly reports and submitted to the Projects Manager. 6. Provide monthly report of activities to the Projects Manager for inclusion in business report 7. To develop relationships within communities where C&YP, parents and professionals are engaged. 8. To work in conjunction with C&YP, parents/professionals and colleagues to develop promotional literature and resources, information packs and wellbeing information appropriate to the support of C&YP. 9. To identify, train and support Community Grief Champions who will act as the point of contact within communities.   **Other**   1. Ensure adherence to all legislation surrounding C&YP and vulnerable adults. 2. Ensure all H&S and Safeguarding Legislation and processes are complied with at all times. 3. The role holder must be adaptable, flexible and willing to take on new challenges as needs are identified, and as they arise, as an absolute essential requirement of the post. 4. To engage with CPD relevant to your position within this project. 5. To adhere to the policies and procedures of TDS and influence their development as appropriate and as required. 6. To act as an Ambassador for TDS and to be professional in all his/her activities for the organisation. 7. Carry out any other activities that may be reasonably requested by the Projects Manager, other Managers or Trustees. |

November 2023.