



Survive

Support for survivors of rape and sexual abuse

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Job Description

Job Title:	Lead Counsellor – Harrogate and Skipton
Responsible to:	Counselling Service Manager
Salary:	£27,105 per annum pro rata
Hours:	15 hours per week
Contract:	Part-time, 12 month pilot contract (possibility of becoming permanent subject to funding)
Location:	Harrogate, with some work in Skipton and some home working
Vetting:	In addition to DBS checks, successful candidates will need to undergo additional vetting for this role which requires them to have been resident in the UK for the last three years.

Background Information

Survive helps survivors of rape, sexual assault or child sexual abuse rebuild their lives, relationships and reach their potential by delivering specialist services.

Survive started in York in 1990 as a survivor-led support group for women who had experienced child sexual abuse. They found comfort and solace in talking to others who had the shared experience of child sexual abuse. Over three decades later and Survive now offers 1-1 support work, counselling and trauma therapy in York and across North Yorkshire to any adult survivor of any sexual violence including rape, sexual assault or child sexual abuse. Survive also operates a helpline for those affected directly or indirectly by sexual violence and has a small library of self-help books covering a range of subjects – from inspirational survivor stories and coping with the impact of sexual trauma to recognising and managing mental health conditions such as anxiety and depression.

Our values of being Inclusive and Enabling, offering Hope and showing Integrity and Courageous Advocacy underpin everything we do.

We have received extra funding from the Ministry of Justice to recruit more counsellors due to increased demand for our specialist services since March 2020.

Main purpose of post

As a Lead Counsellor, you will work with adult survivors of sexual violence who self-refer to Survive or are referred to Survive by the Supporting Victims Unit under a contract funded by the Police, Fire and Crime Commissioner (PFCC).

You will oversee the administration and delivery of counselling in Harrogate and Craven as well as carrying your own caseload of clients. You will carry out initial consultations via telephone and deliver up to 10 sessions to clients face-to-face, online or over the telephone. You will work with survivors to reduce the day-to-day impact of their trauma. This post reports to the Counselling Service Manager.

Outline of main duties

The following is a summary of the key responsibilities of the post. It is not intended to be an exhaustive list and the post-holder may be required to carry out other duties which are appropriate to the scale and nature of the job role.

- Conduct initial assessments with survivors via telephone and assign them to other counsellors.
- Provide day-to-day support to other counsellors working with survivors referred via the Supporting Victims Unit and ensure they are completing the necessary paperwork.
- Deliver 1-1 counselling to a caseload of up to 10 clients per week who are survivors of sexual and/or domestic violence.
- Be responsible for fulfilling clinical supervision and Continual Professional Development (CPD) requirements as stipulated by BACP.
- Adhere to Survive's ethos and follow Survive policies and procedures including (though not limited to) Safeguarding, Health and Safety, Confidentiality, data protection and information sharing.
- Maintain accurate and appropriate records of all client work in line with GDPR/data protection and update Orcuma and Charity Log databases.
- Ensure appropriate records are maintained in line with data protection.
- Liaise with other organisations and professionals where appropriate.
- Provide information and contribute to report writing when required.
- Attend regular meetings with line manager to review work load and any other issues, including training and development needs.
- Be an active member of the Counselling Team, participate in Survive team meetings and work with others to provide the best possible support and outcomes for clients.

Person Specification – Lead Counsellor

	Essential	Desirable
Qualifications		
A good standard of general education.	✓	
Relevant Counselling Qualification.	✓	
3-5 years post qualifying experience as a practising therapist or counsellor (including voluntary work).	✓	
Accreditation, or eligible for and working towards accreditation with UKCP, BACP or equivalent professional body.	✓	
Experience of working therapeutically with adults.	✓	
Experience		
Experience of working with clients who have experienced sexual violence and trauma.	✓	
Experience of assessing client needs and risk	✓	
Experience of working therapeutically with complex trauma, dissociation and dissociative identity disorder.	✓	
Your practice is underpinned by a Humanistic approach.	✓	
Experience of managing a team and overseeing a project.		✓
Experience of working in the voluntary sector.		✓
Understanding of, and the ability to be at ease with, the experience and consequences of sexualised trauma.	✓	
Experience of handling sensitive information.	✓	
Skills		
Ability to work as part of a team, to build and sustain good working relationships with staff and volunteers.	✓	
Excellent written and verbal communication skills, ICT and administrative skills.	✓	
Confident use of Microsoft Office applications and computerised client database systems.	✓	
Able to record information, file, retrieve, sort and complete electronic and paper based documents accurately.	✓	
Able to deliver counselling face-to-face, online or via telephone.	✓	

Able to prioritise work effectively to meet demanding deadlines.	✓	
Strong management ability.	✓	
Strong administrator who has experience of overseeing others and project delivery.	✓	
Ability to respond to ethical or professional dilemmas.	✓	
Knowledge		
A good working knowledge of issues relating to rape, sexual assault and child sexual abuse, and its impact on survivors.	✓	
Knowledge of the criminal justice system.		✓
Knowledge of or experience using the principals of pre-trial therapy.		✓
Up to date understanding of current research pertaining to therapeutic work with survivors.		✓
Knowledge of the voluntary and community sector.		✓
Other Job-related characteristics		
Active promotion of equal opportunities, diversity and inclusive practices.	✓	
A commitment to the values of Survive.	✓	
Commitment to personal and professional development, including a desire to develop expertise relating to therapeutic work with survivors of rape, sexual assault and child sexual abuse.	✓	
Resilient and able to maintain a positive attitude when faced with clients' extremely difficult emotional circumstances.	✓	
A flexible approach to work and problem solving.	✓	
Able to offer some flexibility of work time if given sufficient notice.		✓