**27 August 2025**

Dear Applicant,

Thank you for your interest in the post of **Support and Advice on Sexual Health (SASH) Counsellor.**

In this pack you will find:

* Job Description
* Person Specification

On our website at [metrocharity.org.uk/jobs](https://metrocharity.org.uk/jobs/) you will find:

* Application Form
* Guidance Notes for Applicants
* Monitoring Form
* Our Equal Opportunities Policy Statement

Please note that **CVs will not be considered** as part of your application, we will be short-listing from fully filled out application forms only.

Your completed application form should be sent to arrive no later than **09:00 on Monday 22nd September 2025** by email to [recruitment@metrocharity.org.uk](mailto:recruitment@metrocharity.org.uk)

Please include your full name in the message subject line. Your email, including attachments, must not exceed 5MB in size. We cannot accept applications by post at this time. Please also complete the Equality and Diversity monitoring form which can be found on our website at the link above.

Interviews, held in our New Cross office, will be held on **Monday 6th October 2025**.

For further information regarding this post please contact **Javier Perez Opi, SASH Counselling Manager** on **020 8305 5000** or by email[javier.perezopi@metrocharity.org.uk](mailto:javier.perezopi@metrocharity.org.uk)

We look forward to hearing from you.

Best wishes

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**Tony Wong, CEO**

# Job description

## Key details

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| --- | --- |
| **Job title** | Support and Advice on Sexual Health (SASH) Counsellor |
| **Employment status** | Part-time, 0.6 FTE, 21 hours per week (three days) |
| **Duration** | Fixed-term contract, until 31st March 2027, with possibility of extension |
| **Salary/Wage** | £32,383.20 pa. (as this post is 21 hours a week, this salary is pro rated at £19,429.92) |
| **Hours** | 21 hours a week, Monday – Friday with one evening per week. One of the working days will be Tuesday. |
| **Line manager** | SASH Counselling Services Manager |
| **Coordinated by** | METRO Head RSE & Wellbeing |
| **Employer** | METRO Charity (The Metro Centre Ltd) |
| **Location** | The primary location of work is at SASH offices within three boroughs. One of the working days will be at St Charles Wellbeing Centre (Kensington), and the other two days at our office in Soho (Westminster). Occasionally, working at the office in Hammersmith. |
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## Job outline

METRO is seeking a committed, motivated and suitably qualified individual to deliver counselling for people dealing with issues related to their sexual health, including people living with HIV (PLWHIV) within the Support and Advice on Sexual Health (SASH) programme.

METRO, in partnership with Turning Point, NAZ and London Friend, deliver a model of sexual health support throughout the three London boroughs of Hammersmith and Fulham, Kensington and Chelsea and Westminster.

Turning Point is the lead partner for the contract, and a matrix staffing model is in place. The post-holder will work within the partnership and be line-managed by METRO SASH Counselling Services Manager, and work alongside staff from other agencies. The role will also be clinically supervised via an independent supervisor arranged through METRO.

The post holder will deliver high-quality person-centred service within a busy inner London environment. The clients are from diverse communities affected by sexual health and mental health issues. The role will support staff to work with people from diverse communities such as LGBTQ+ and the Global Majorities.

## Main tasks

1. Deliver counselling and assessments for clients with issues related to sexual health, including supporting people living with HIV within the SASH programme. (Caseload of up to 12 clients per week.)
2. Attend bi-monthly group clinical supervision sessions with peers and an external supervisor, in order to ensure caseload is well managed and supported.

3. Work with the SASH Counselling Services Manager and the Care Coordination team on managing a referral process and protocol and ensuring an integrated approach across the programme.

4. Refer clients as appropriate to volunteer counsellors working within the service.

5. Liaise with the SASH Counselling Services Manager to recruit, induct and support volunteer counsellors for the service.

6. Ensure quality standards in the service, including health and safety, safeguarding, confidentiality, data protection and information governance, and keep accurate records in line with METRO Charity and SASH policies, and adhere to the BACP or UKCP guidelines.

7. Complete required reporting to deadlines for programme and funding reports and provide any additional information as requested.

8. To be self-administering, ensuring all work-related fields and information are stored appropriately (including confidential information) and accessible to team/managers.

9. Attend monthly METRO/SASH team meeting that draws together METRO staff across the SASH programme.

10. Attend and actively participate in focus groups to develop awareness awareness and skills around different topics related to the SASH programme.

11. To deliver presentations around subjects related to the SASH programme or group work.

## Other duties

1. Adhere to METRO Charity and SASH policies and procedures at all times.
2. In line with METRO’s policy on Information Governance (IG), confidentiality and data handling, you will be expected to undertake, pass and maintain the required IG modules as indicated by your line manager.
3. Ensure sensitive and confidential recording and handling of information in accordance with the Data Protection Act, UK GDPR regulations and METRO’s Information Governance policies.
4. In line with METRO’s policy on Safeguarding, you will be expected to undertake, pass and maintain the required Safeguarding Training modules as indicated by your line manager.
5. Attend regular supervision, and to undertake appropriate training as agreed. Maintain and update knowledge, skills and undertake continuing education in accordance with personal and service needs within a framework of a personal development plan.
6. Undertake any other appropriate duties as requested by your manager. If these duties are extensive and of a higher job description scale, the terms and conditions of the post may be varied in negotiation with your line manager.

# Person specification

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| Knowledge & Experience | Skills & Abilities | Essential  /Desirable | Application  /Interview |
| Recognised counselling and/or psychotherapy qualification (Membership of the BACP, or UKCP, or equivalent) |  | Essential | Application form & Interview |
| A minimum of 150 supervised hours of one-to-one adult counselling |  | Essential | Application form & Interview |
| Have a strong understanding of the issues affecting people’s sexual health, especially the health of People Living with HIV |  | Essential | Application form |
| Work with clients from an affirmative and sex-positive viewpoint |  | Essential | Application form |
| Experience of carrying out clinical assessments |  | Desirable | Application form & Interview |
|  | An ability to communicate clearly and offer support in a sensitive and non-judgmental manner which respects diversity | Essential | Application form & Interview |
|  | An ability to work as a part of a team and on your initiative | Essential | Application form & Interview |
|  | An understanding of the importance of safeguarding vulnerable adults and children, and confidentiality as it relates to this post and the overall work of METRO | Essential | Application form & Interview |
|  | An ability to plan and manage own workload to target | Essential | Application form & Interview |
|  | An ability to be flexible with working pattern dependant on referrals | Essential | Application form |
|  | Experience working in a charity setting | Desirable | Application form |