



October 2018

Dear Applicant,

Thank you for your interest in the post of **METRO Young Person's Counselling Lead**

Please find enclosed Recruitment Pack, which contains:

- Job Description
- Person Specification
- Application Form (separately attached)
- Guidance Notes for Applicants (separately attached)
- Monitoring Form (separately attached)
- METRO Equal Opportunities Policy Statement (separately attached)

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.

The completed application form together with the Monitoring Form should be sent to arrive no later than **9:00am Friday 26th October 2018** either:

- By post or hand to Human Resources Manager, METRO, N206 Vox Studios, 1-45 Durham Street, London SE11 5JH
- OR by email to recruitment@metrocharity.org.uk. If applying by email, you should include your full name in the message title, and your email and attachments must not exceed 5MB in size.

Interviews for this post will be held on Wednesday 31st October and Thursday 1st November 2018.

For further information regarding this post, please contact the line manager of the role, Natalie Wood on 020 8305 5000 or via email to natalie@metrocharity.org.uk.

We look forward to hearing from you.

Best wishes,

Helen Barnes
Human Resources Manager



METRO Young Person's Counselling Lead JOB DESCRIPTION

CONTRACT:	Until July 2019 - with possibility of extension
SALARY:	£28,950 pa, pro rata
HOURS:	28 hours per week
LINE MANAGED BY:	Counselling Services Manager
ACCOUNTABLE TO:	Head of Mental Health and Wellbeing
PLACE OF WORK:	METRO London Offices (Woolwich, Vauxhall)

Job Summary

This is an opportunity for a suitably qualified counsellor to lead on METRO's counselling services for young people aged 11-25. This will include providing counselling assessments for all young people coming into the service, as well as providing one to one counselling themselves to a small caseload of clients. Additionally, the post holder may provide family support, therapeutic group activities, signposting and crisis support for young people accessing the service, as required. They would also help to coordinate the recruitment, day-to-day supervision and line management of volunteer counsellors and therapists to support the delivery of these services.

The post holder will manage referrals from external organisations, self-referrals, and internal METRO clients and their allocation to volunteer counsellors, or to additional services within METRO and externally. The post holder will also work in close liaison with METRO's youth workers, and attend the quarterly meetings within both domains.

This is an excellent opportunity for the right candidate to support the development of our counselling services for young people, and to further develop METRO's successful counselling provision across London and the South East.

Main Tasks

- Develop and manage a therapeutic assessment/counselling service for young people as part of the METRO Mental Health service.
- Work with the METRO's Counselling Services Manager and Head of Integrated Youth to develop and maintain a seamless referral process and protocol to ensure an integrated approach generating care plans for clients accessing the counselling service.
- Carry out clinical assessments of young people referred for counselling and other services.
- Refer clients as appropriate to volunteer counsellors working within the service.
- Carry out risk assessments, and support volunteer and sessional counsellors in writing safeguarding reports.
- Liaise with METRO's Counselling Services Manager, and other local counselling service leads, to recruit, induct and line manage volunteer counsellors for the service on an ongoing basis.
- Hold a small caseload of clients for one to one counselling service provision.
- Provide regular evening counselling service cover on one agreed weekday evening.
- Complete required reporting for all associated contracts to deadlines, and provide any additional information as requested.
- Undertake all administrative work generated by the post, as well as supporting with general admin generated by mental health services.

General

Other duties

- Attend team and full staff meetings and regular supervision, and to undertake appropriate training as agreed.
- Any other duties as may be reasonably required and negotiated with the line manager and a flexible approach to shifting contract targets.
- Adhere to METRO policies and procedure at all times.
- Ensure sensitive and confidential recording and handling of information in accordance with the Data Protection Act and METRO's Information Governance Policies.
- 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 models as indicated by your line manager.
- Attend monthly formal and/or informal supervision, as requested, with the line manager

including PDPs and reviewing development objectives and overall performance against the competency framework.

- Participate at major events and providing regular office cover as part of the staff team.
- Undertake some evening and weekend work, sometimes at short notice.
- Support and participate in volunteer recruitment, induction and supervision.
- Keep up to date with issues for LGBTQ+ young people as well as alcohol misuse and mental health issues.

PERSON SPECIFICATION

Qualifications and experience	Knowledge, skills and abilities	Essential or desirable	Application form, interview or both
BACP registered counsellor, willing to work towards accreditation		Essential	Application form
Above criterion should include 450 hrs supervised 1:1 practice		Essential	Application form
Have a strong understanding of the issues affecting lesbian, gay, bisexual and transgender young people, as well as an awareness of issues for those questioning their sexuality/gender identity		Essential	Application form and interview
Have previous experience of working with young people aged 11-25 in a counselling or other support capacity		Essential	Application form and interview
Experience of carrying out clinical assessments		Essential	Application form and interview
	Knowledge of safeguarding and child protection	Essential	Application form and interview

	An ability to communicate clearly and offer support in a sensitive and non-judgmental manner which respects diversity.	Essential	Application form and interview
	An ability to work as a part of a team and on own initiative and experience of managing staff or volunteers.	Essential	Application form and interview
	An understanding of the importance of confidentiality as it relates to this work, young people and able to conduct Fraser Guidelines, CSE and Safeguarding assessments.	Essential	Application form and interview
	An ability to plan and manage own workload to target	Essential	Application form and interview
	An ability to be flexible with working pattern dependant on referrals.	Essential	Application form
	Excellent organisational skills. Confident with I.T. including the ability to use MS packages	Essential	Application form