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Until 2022



20 April 2021

Dear Applicant

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

In this pack, you will find:

- Job Description
- Person Specification

On our website, 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 filled out application forms only.

Your completed application form, together with your completed monitoring form, should be sent to arrive **no later than 9:00am on Friday 21<sup>st</sup> May 2021** 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.

Interviews, likely held over Zoom, will take place on **Friday 28<sup>th</sup> May 2021**.

For further information regarding this post, please contact Giuseppe Picuccio, SASH Counselling Services Manager, on 07483 133643 or by email: [giuseppe.picuccio@metrocharity.org.uk](mailto:giuseppe.picuccio@metrocharity.org.uk).

We look forward to hearing from you.

Best wishes

Dr Greg Ussher, CEO

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# Job description

## Key details

|                          |  |
|--------------------------|--|
| <b>Job title</b>         | Support and Advice for Sexual Health (SASH) Counsellor   |
| <b>Employment status</b> | Part-time, 21 hours per week   |
| <b>Duration</b>          | Fixed-term until 31st March 2022 (with the possibility of extension)   |
| <b>Salary/Wage</b>       | £29,751 pa for a full-time post (this role is pro-rata as part-time)   |
| <b>Hours</b>             | 21 hours a week, Monday – Friday (hours flexible but must work on a Tuesday, with one evening per week included)   |
| <b>Line manager</b>      | SASH Counselling Services Manager  |
| <b>Coordinated by</b>    | METRO Head of HIV & Mental Health and Wellbeing  |
| <b>Employer</b>          | METRO Charity (The Metro Centre Ltd)   |
| <b>Location</b>          | The primary location of work is currently online due to COVID-19 restrictions. When restrictions change, the places of work would be at SASH offices within the tri-boroughs: Hammersmith and Fulham, Kensington and Chelsea, Westminster. |

## Job outline

METRO is seeking a committed, motivated and suitably qualified individual to deliver counselling on sexual health issues. The counsellor will work with all people resident in the tri-boroughs, including those from BAME backgrounds, LGBTQ+ people, and people living with HIV.

### Programme

In partnership with Turning Point, NAZ, London Friend, and Marie Stopes, METRO 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 the 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.

### Role

The post holder will take referrals from the SASH Care Coordination team, conduct a clinical assessment, and deliver a series of short counselling sessions (up to 12 sessions with a short-term model) using an integrative counselling approach.

## 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 15 clients per week.)
2. Attend bi-monthly group clinical supervision sessions with peers and an external supervisor to ensure caseload is well managed and supported.
3. Work with the SASH Counselling Services Manager and the Care Coordination team to develop a referral process and protocol and ensure 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 operational guidelines for the service, including health and safety, safeguarding, confidentiality, data protection and information governance, and keep accurate records in line with METRO's policies and BACP 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 files 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.

## Other duties

1. Adhere to METRO policies and procedure 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, 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 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 the 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

| Knowledge & Experience  | Skills & Abilities   | Essential /Desirable | Application /Interview       |
|---|--|----------------------|------------------------------|
| Recognised counselling and/or psychotherapy qualification (BACP, UKCP)  |  | 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 in carrying out clinical assessments   |  | Desirable            | Application form & Interview |
|   | An ability to communicate clearly and offer support in a sensitive and non-judgmental manner that 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, child protection 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 patterns dependant on referrals.  | Essential            | Application form             |