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19 July 2021

Dear Applicant

Thank you for your interest in the post of Bexley LGBTQ+ Counselling Lead.

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 fully filled out application forms only.

Your completed application form, together with your completed monitoring form, should be sent to arrive **no later than 9:00 am on 6th August 2021** by email to 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 13th August 2021**.

For further information regarding this post, please contact **Tony Furlong, Emerging Communities & HIV Prevention Manager**, on 020 8305 5000 or by email tony.furlong@metrocharity.org.uk.

We look forward to hearing from you.

Best wishes

Dr Greg Ussher, CEO

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METRO Gillingham
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Parkwood, Rainham
Gillingham
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ME8 9PR

METRO GAD
The Forum at Greenwich
Trafalgar Road
London
SE10 9EQ

METRO New Cross
The Mulberry Centre
15 Amersham Vale
London
SE14 6LE

Job description

Key details

Job title	Bexley LGBTQ+ Counselling Lead
Employment status	Part-time
Duration	Until 31 st December 2021
Salary/Wage	£28,500 p.a. (pro rata)
Hours	Three days per week (21 hours)
Line manager	Emerging Communities HIV Prevention Manager
Employer	METRO Charity (The Metro Centre Ltd)
Location	Hybrid working – online and in community locations in Bexley

Job outline

This post will provide online and face-to-face counselling to LGBTQ+ adults living in Bexley. The counselling will be delivered in a short-term model, offering six sessions per client.

The post-holder will work with the METRO manager and project leads, especially in the HIV, sexual health and mental health domains, as well as external agencies to ensure client referrals into the services. The post-holder will then assess the clients and provide counselling directly or refer to a small team of 3 volunteers they will oversee. The counselling lead will ensure that all necessary monitoring, evaluation and reporting is completed.

Programme

The role is part of our wider mental health offer at METRO and sits alongside a range of sexual health and HIV services we currently offer in Bexley. This includes sexual health testing, youth groups and HIV prevention and support.

Role

The role will suit someone with experience providing counselling to LGBTQ+ communities with a sound knowledge of sexual orientation and gender identity and expression (SOGIE, and relationships. . The post holder will need to work within a small team delivering a hybrid service online and out of community locations in Bexley. The post will suit someone who is a self-starter and able to communicate well within a team as well as work autonomously.

Main tasks

1. Deliver a six-session model of online and face to face counselling to LGBTQ+ clients. The caseload for the project as a whole (comprising the Counselling Lead and three volunteers) is 30 clients by the end of December 2021.
2. Facilitate a range of short-term counselling sessions, focusing on a goal-orientated but psychologically positive and holding approach. The counselling sessions will be client-led but may well concentrate on: anxiety and depression, social isolation, unemployment and access to educational opportunities, sex and relationship issues, coming out; gender dysphoria; coming to terms with an HIV diagnosis; drug and alcohol use; psychological distress, meeting new people and goals around social connectedness.
3. Provide counselling that benefits the client, ensuring they feel less mental distress and have a positive experience of better mental health and wellbeing due to the counselling.
4. Work with the mental health, sexual health, and HIV managers and project leads to ensure there is a referral pathway into and out of counselling and that the service is well advertised to those that need it the most.
5. To work with our Communications team to ensure that the services are well-advertised and that the services are well known to clients, as well as other statutory and non-statutory agencies in Bexley.
6. Produce some resources to ensure that clients can better manage their mental health and wellbeing and know which other generic agencies can support them around this.
7. 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 the BACP guidelines.
8. Complete required reporting to deadlines and provide any additional information as requested.
9. To be self-administering, ensuring all client information is stored appropriately (including confidential information) and accessible to team/managers.
10. Attend mental health domain team meetings every six weeks.
11. Attend monthly supervision sessions with an external clinical supervisor (who will be provided by METRO).

Other duties

1. Adhere to METRO 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, 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 or Desirable	Application or Interview
A recognised counselling and / or psychotherapy qualification to Diploma Level, as well as registered with either BACP or UKCP.		Essential	A&I
A minimum of 150 supervised hours of one-to-one adult counselling		Essential	A&I
Have a strong understanding of the issues affecting LGBTQ+ communities, including stigma, discrimination, difficulties coming out, gender dysphoria, comparatively high rates of addiction and suicidal ideation and other mental health and wellbeing issues.		Essential	A&I
An understanding of intersections of LGBTQ+ identities, including gender, sexuality, ability levels, ethnicity, HIV status and migration status.		Essential	A&I
Work with LGBTQ+ clients in a non-judgmental and affirmative, sex-positive frame.		Essential	A&I
Experience of carrying out clinical assessments		Essential	A&I
	An ability to communicate clearly and offer support in a sensitive and non-judgmental manner that respects diversity	Essential	A&I
	An ability to work as part of a team and on your own initiative	Essential	A&I
	An understanding of the importance of safeguarding, adult and child protection and confidentiality as it relates to this post and the overall work of METRO	Essential	A&I
	An ability to plan and manage your own workload to target	Essential	A&I
	An ability to be flexible with working patterns, depending on the needs of clients and referrals.	Essential	A&I