



MAYOR OF LONDON



INVESTORS IN PEOPLE | Accredited Until 2022



19 July 2021

Dear Applicant

Thank you for your interest in the post of Young Greenwich Parenting Support 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 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 **Phinnah Ikeji, Parenting Support Services Manager**, on 020 8305 5000 or by email phinnah.ikeji@metrocharity.org.uk.

We look forward to hearing from you.

Best wishes

Dr Greg Ussher, CEO

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Trafalgar Road
London
SE10 9EQ

METRO New Cross
The Mulberry Centre
15 Amersham Vale
London
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Job description

Key details

Job title	Young Greenwich Parenting Support Counsellor
Employment status	Part-time
Duration	Fixed Term until 31 st March 2022
Salary/Wage	£26,533 p.a. (pro rata)
Hours	Two days per week (14 hours)
Line manager	Parenting Support Services Manager
Employer	METRO Charity (The Metro Centre Ltd)
Location	Hybrid working – online and METRO Woolwich office

Job outline

This post will provide online and face-to-face counselling to parents living in the Royal Borough of Greenwich. Counselling will be delivered in a short-term model, offering an assessment followed by up to six sessions per client. You will work within the Parenting Support team, working closely with colleagues to provide counselling to parents who need help with their relationships with their teenage children.

Programme

Young Greenwich is a new integrated programme commissioned by the Royal Borough of Greenwich. The key purpose of the programme is to enable young people to develop holistically, working with them to facilitate their personal, social, and educational aspirations to develop their voice and reach their full potential. The programme is led by NHS Oxleas Foundation Trust (Oxleas) and delivered with partners Charlton Athletic Community Trust (CACT), who, together with METRO, form the **Young Greenwich Partnership**. Young Greenwich will provide seamlessly in and out of schools, youth hubs and other community venues with vital pathways for pupils in schools into community-based activities and support and vice versa.

As part of Young Greenwich, METRO deliver the Parenting Support programme designed to increase the health and wellbeing of young people and children by focusing on supporting their parents to achieve better outcomes for their health and wellbeing and that of their families. The programme mainly focused on providing holistic family support through a range of activities.

Role

The role would suit someone with experience providing counselling within a community setting to parents and families struggling and need some support. The post sits within a programme that aims to prevent families from needing help from statutory services and seeks to connect with families and offer assistance before more intensive support or interventions are needed from other agencies.

Main tasks

1. Deliver counselling for issues related to parenting support, mental health and wellbeing within a family context, including issues related to developing good relationships between parents and their children.
2. Support parents around behavioural approaches to better manage health and wellbeing within a family context.
3. Support parents to improve their confidence and wellbeing in improving health outcomes for young people and children in the borough of Greenwich.
4. Work with the service manager and partner organisations to develop referral processes in and out of the counselling service and advertise the service to local communities.
5. Provide support and advice to the Groupwork Co-ordinator, including taking part in some group work activities. There will be ad hoc therapeutic support needed for the groupwork part of the programme.
6. Produce resources in conjunction with the Groupwork Co-ordinator to support parents with ongoing support resources to manage their health and wellbeing.
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 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 monthly METRO and Greenwich Parenting Support team meetings that draw together METRO staff across the charity and Greenwich Parenting Support programme.

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

Qualification, Knowledge & Experience	Skills and Abilities	Essential or Desirable	Application Form, Interview, Presentation
A recognised counselling and/or psychotherapy qualification to diploma level and be registered with BACP or UKCP as a counselling practitioner.		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 parents mental health and wellbeing.		Essential	Application form
Work with parents in a holistic family context and from an affirmative viewpoint		Essential	Application form
Experience of working with families that include children and young people with learning disabilities and/or Autism.		Desirable	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 own initiative	Essential	Application form & Interview
	An understanding of the importance of safeguarding, 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
	Ability to be flexible with working patterns dependant on referrals.	Essential	Application form

