



MAYOR OF LONDON



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**8 July 2022**

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 fully filled out application forms only.

Your completed application form together with your completed monitoring form should be sent 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.

Shortlisting and interviews for this role will be conducted on a rolling basis until the position is filled.

For further information regarding this post please contact **Giuseppe Picuccio on 020 8305 5000 or by email [Giuseppe.picuccio@metrocharity.org.uk](mailto:Giuseppe.picuccio@metrocharity.org.uk)**.

We look forward to hearing from you.

Best wishes

Andrew Evans, CEO

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**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

<b>Job title</b>	Support and Advice for Sexual Health (SASH) Counsellor
<b>Employment status</b>	Part-time, 21 hours (3 days) per week.
<b>Duration</b>	31st March 2025 (with possible extension)
<b>Salary/Wage</b>	£29,751 pa pro-rata
<b>Hours</b>	21 hours a week, Monday – Friday with one evening per week.
<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>	Main location of work is at SASH offices within three-boroughs: Hammersmith and Fulham, Kensington and Chelsea, Westminster.

## 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 for Sexual Health (SASH) programme.

### 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 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 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 Black and Asian Minority Ethnic (BAME) people.

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 short-term model) using an integrative counselling model. Working within the SASH teams, and being part of METRO

Mental Health Domain, the post holder will be in close liaison with all of our HIV and Sexual and Reproductive Health services.

## 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 20 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 developing 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 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 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 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

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 & Interview
Work with clients from an affirmative and sex-positive viewpoint		Essential	Application form
Experience of carrying out clinical assessments		Desirable	Application form
	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, 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 pattern dependant on referrals.	Essential	Application form