

Job Description

Job Title:	Counsellor (part-time, fixed term contract)
Date prepared:	Sept 2021
Locations:	National Centre, Pill, Bristol, the PBUK shop and therapy rooms (The Hub), Clifton, Bristol, online work from home
Main purpose of job:	To deliver psychological and emotional support services to Penny Brohn UK clients
Hours:	15hrs/week – fixed term of 2 years
Reporting to:	Counselling Lead

Overview:

This is an exciting opportunity to join the counselling team at PBUK and play an important part in expanding service provision to our new high street Hub in Clifton. The Hub is a unique space combining both a charity shop and therapy rooms, close to the BHOC and other hospitals in the city centre. The post-holder will spend part of their time at the Hub, initially offering short-term one-to-one counselling, but also developing other services such as drop-in sessions and group work.

Relationships:

The post holder will be expected to foster excellent working relationships with Penny Brohn UK clients, staff, partners (e.g. Genesis Care) and other health care professionals. As a member of the Services team they will forge sound relationships with other team members, working collaboratively and inclusively across the organisation, and with external organisations. The needs of the client are paramount at all times.

Main duties:

1. To work on a one-to-one basis and in groups with clients with a cancer diagnosis themselves and those supporting someone with a cancer diagnosis
2. To play a key role in developing the use of the PBUK Hub for emotional support and counselling
3. To attend regular supervision and team meetings with other counsellors and therapists from other disciplines
4. To attend regular personal supervision in accordance with Professional Governing Body, BACP/ BABCP/UKCP

5. To keep appropriate, confidential and well-structured typed notes on client work.
6. To be committed to sharing good practice and data, for research and evaluation of the counselling service
7. To carry out administrative duties commensurate with the post
8. Undertake other duties that may be required from time to time in order to achieve the charity's objectives, including working occasional evenings and weekends

Person Specification: (E = Essential for role, D = Desirable)

Professional requirements (copies will be required for HR purposes) (all E)

- A recognised training qualification in counselling which is BACP/UKCP accredited/registered or meet accreditation requirements
- Be in current practice as a counsellor with membership of a professional body, (ideally the BACP)
- Current insurance including professional and public liability
- Current DBS (Disclosure and Barring Service) certificate
- Have structured clinical supervision in place

Skills and experience

- Recent experience of working with clients affected by cancer or other life threatening or life limiting illnesses (E)
- Experience of facilitating therapeutic group work (E)
- Experience in working as part of a multi-disciplinary team (D)
- Understanding of cancer pathology and common medical treatments (D)
- Experience of working in a short-term model of counselling (D)
- Specialism or interest in working with different segments of counselling clients, for example, people with advanced disease or facing end of life, bereaved clients, men, people from different cultures and backgrounds (D)
- Experience of delivering other psychological and complementary therapies, for example mindfulness-based stress reduction, visualisation, clinical hypnotherapy etc. (D)
- Good organisation, administrative and IT skills (E)
- Experience in preparing and delivering presentations to a variety of audiences (D)

Personal attributes and competencies (all E)

- Interest in and understanding of holistic/integrative cancer care and the work of Penny Brohn UK
- Positive, flexible, proactive approach to work
- Excellent communication and interpersonal skills
- Self-motivated and able to work independently with minimal supervision, or as part of a team
- Clear, documented commitment to professional and personal development
- Understanding of the role of different complementary therapies in supporting physical and emotional resilience

This job description is not exhaustive and will be reviewed, in consultation with the post holder, from time to time and amended in the light of the changing needs of the charity.

Penny Brohn UK operates a system of regular performance reviews, which includes an Annual Appraisal where the job description, progress against objectives and overall performance in post are discussed.