



Job Description: Counsellor working with Children and Young People aged 11 – 15 years-old

We are delighted this post is supported by the National Lottery Community Fund.

Contract: Part-time; two days or 15 hours per week between Monday and Friday. The successful candidate will offer 10 counselling sessions per week within our office and perform other duties relevant to the role. The role is initially funded until 11 August 2026. Successful candidates will be subject to a six-month probationary period.

Remuneration: Starting salary of £29,200.00 pro-rata with an occupational pension contribution. This is reviewed annually in March.

Holiday Entitlement: Up to 33 days inclusive of 8 public holidays, rising one day per year of service (pro-rata).

Reporting to a member of the S.M.I.L.E. Counselling Management Team.

Place of work: S.M.I.L.E. Counselling office, Livingston.

Role Summary: Our Counsellor for Children and Young People will primarily focus on delivering: One-to-One counselling, Therapeutic group counselling, Psychoeducation groups, Safe Guarding Lead (level 3) and Mentoring and peer support with colleagues.

The post holder will be a fully qualified and registered talking therapist with a recognised appropriate governing body such as COSCA, BACP or equivalent. They will be appropriately insured and able to demonstrate the ability to work with clients aged 11 – 15 years-old. They will also be able to demonstrate they adhere to the supervision requirements of a registered governing body.

Main Job Activities:

- Provide a specialised counselling service to children and young people aged 11 – 15 years-old
- Ability to utilise aspects of therapeutic approaches. This may include play therapy, music therapy, art therapy, and small world therapy, to adapt to the needs of the clients

- To be able to undertake safeguarding lead role for fellow talking therapists and trainees (appropriate training will be given)
- Ability to offer psychoeducation within a group setting to clients, parents, stakeholders and fellow staff
- Ability to develop the role consistent with the values and ethos of S.M.I.L.E. Counselling
- Establish and maintain relationships with statutory and non-statutory organisations, to promote the counselling service and ensure appropriate referrals
- Actively engage within the community to promote awareness of the counselling service, for example - community health and wellbeing initiatives/conferences, and parent/carer psychoeducation groups
- Assess individual needs and manage waiting lists in consultation with your line manager and business administrator
- Maintain confidential records about the counselling service, including client notes and statistical information
- Participate actively in evaluating the service by identifying service outcomes and developing and implementing recording and evaluation tools
- Keep updated on developments in services for children and young people within the community and national policy

Child Protection: The post holder will operate within child protection guidelines and GIRFEC (Getting It Right For Every Child) principles.

Workload Management: The post holder will manage and prioritise their workload to ensure deadlines are met while working flexibly and cooperatively with S.M.I.L.E. Counselling members towards agreed aims and objectives.

Relationships: The post holder will maintain positive and constructive working relationships with all colleagues. They will coach colleagues with a specific focus on working clinically with children and young people who have a diagnosis of a neurodiverse condition or suspected to have a diagnosis.

Confidentiality: The post holder will maintain confidentiality with sensitive or privileged information, observing Data Protection and GDPR guidelines. They will adhere to all internal and external S.M.I.L.E. Counselling policies, procedures, systems, and guidelines, and contribute constructively to their ongoing development.

Flexible Working Hours: There is a potential for working outside of normal working hours when necessary, with time off in lieu (TOIL) provided.

Health and Safety: The post holder will ensure personal health and safety and that of those around you.

Essential Attributes:

- Highly organised with the ability to multitask and meet tight deadlines

- Proficient in handling statistical data, using computers and software packages, and producing monitoring and evaluation reports
- Comfortable with social media platforms
- Creative, inspirational, and positive attitude
- Ability to embrace and drive change

Hours: Various start times with a 19:00 finish (Monday – Thursday) and 15:30 finish Friday (if applicable).

To apply for the role, please complete the application form provided fully and email to **info@smilecounselling.org.uk**. The closing date is Friday, 19 July 2024. Interviews will be held in person in our office between Monday, 22 July and Friday, 2 August 2024. Successful candidates will be subject to a Disclosure Scotland PVG check.

If you wish to discuss the post further, please email info@smilecounselling.org.uk and a manager will contact you.