

Job Description

Please complete all accessible boxes and refer to the guidance on writing Job Descriptions

Position Details	
Faculty/Directorate	Student and Academic Services
School/Department	Student Services
Team	Counselling, Mental Health and Wellbeing Service
Job Title	Counsellor
Grade	8
Hours of Work	37
Contract Duration (Perm/Fixed Term)	Permanent
Reports To (Job Title)	Head of Student Counselling, Mental Health and Wellbeing Service
Responsible For (Job Title)	Not applicable

Principal Accountabilities
<p>The post holder will contribute to the provision of a professional, confidential counselling service for students and to the provision of consultancy for academic and support staff on mental health-related issues arising from their work with students. They will also take specific responsibility for particular aspects of the work of the Counselling, Mental Health and Wellbeing Service, and play an active part in the development of the Service.</p>

Key Tasks
<p>Support for Students</p> <p>To provide counselling to clients in individual 45 minute sessions.</p> <p>To contribute drop-in sessions and respond to urgent enquiries.</p> <p>To assess for risk and different counselling modalities, appropriateness of a counselling intervention and/or other types of support, such as participation in workshops and courses at that point.</p> <p>To participate in regular clinical supervision meetings to reflect on work with clients to ensure a high standard of work is maintained.</p>

To participate in weekly team meetings with colleagues to discuss and develop the work of the Counselling, Mental Health and Wellbeing Service.

To maintain confidential case notes, and accurate up to date records in accordance with the procedures of the Counselling, Mental Health and Wellbeing Service.

To deliver psychoeducational workshops and courses for students on common mental health difficulties and psychological issues affecting academic study.

Support for Staff

To provide support for University staff on issues arising from their work with students by means of training and development, written materials and telephone consultancy.

To advise staff and senior management on issues relating to student mental health and wellbeing of the potential impact on student retention and progress.

Service Delivery and Development

To participate in the work of Student Support Services as a whole, for example, by delivering induction talks and other induction activities for new students, and by leading or participating in cross-working groups and initiatives.

To take specific responsibilities as a member of the core staff team within the Counselling, Mental Health and Wellbeing Service. This might include, for example, mentoring trainee counsellors who are on placement with the Service, liaising with particular staff groups in the University as designated by the Head of Service, or supporting the Head of Service on particular projects or initiatives.

To contribute to the development of group work to complement the group psychotherapy within the Counselling, Mental Health and Wellbeing Service.

To produce written material as required, including information about the Counselling, Mental Health and Wellbeing Service for staff and students, and reports for internal groups and committees on aspects of work of the Service.

Special Features

Counsellors are frequently required to work with students who have difficult and distressing circumstances. This requires considerable emotional resilience and psychological stamina and potential applicants need to be aware that this will be expected of the successful candidate.

Miscellaneous

You have a legal duty, so far as is reasonably practicable, to ensure that you do not endanger yourself or anyone else by your acts or omissions. In addition, you must cooperate with the University on health and safety matters and must not interfere or misuse anything provided for health, safety and welfare purposes.

You are responsible for applying the University's Equal Opportunities Policy in your own area of responsibility and in your general conduct.

You have a responsibility to promote high levels of customer care within your own areas of work.

You are expected to co-operate with the PDR process, engaging in the setting of objectives in order to assist in the monitoring of performance and the development of the individual.

Such other relevant duties commensurate with the grade of the post as may be assigned by the Manager in agreement with you. Such agreement should not be unreasonably withheld.

You may be required to undertake a specific Health & Safety role, commensurate with your grade, to support the University in meeting its statutory Health & Safety obligations. This could include acting as a DSE Assessor, First Aider, Fire Marshall or Departmental Safety Co-ordinator. The allocation of such roles will be subject to the provision of appropriate training and assessment of competence.

You may, with reasonable notice, be required to work at any of the Manchester Metropolitan University sites.

You have the responsibility to engage with the University's commitment to Environmental Sustainability in order to reduce its waste, energy consumption and carbon footprint.

You have the responsibility to engage with the University's commitment to delivering value for money services that optimise the use of resources and therefore should consider this when undertaking all duties and aspects of your role.

Review

This is a description of the job at the time of issue. It is the University's practice periodically to review and update job descriptions to ensure that they accurately reflect the current nature of the job and requirements of the University and to incorporate reasonable changes where required, in consultation with the jobholder.

Person Specification

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the desirable criteria to produce the shortlist.



All disabled candidates who meet the minimum essential criteria will be included on the shortlist.

Selection Criteria

Attributes		Item	Relevant Criteria	Essential/ Desirable
1	Skills & Abilities	1.1	Ability to maintain excellent time boundaries including an ability to work consistently to a system of 45 minute counselling sessions (with 15 minute gaps between) and to work within briefer contact times at drop-in sessions	E
		1.2	Presentational skills sufficient to be able to undertake a variety of outreach work within the University, including delivering talks or leading workshops for University staff on issues relating to student support and welfare.	E
		1.3	Excellent interpersonal skills, including the ability to establish positive and effective working relationships with clients and staff at all levels and across a broad range of administrative and academic areas.	E
		1.4	Excellent communications skills, including the ability to communicate clearly and professionally, both orally and in writing.	E
		1.5	The ability to work relationally, in a psycho-dynamically informed way, and to have an overview of a variety of counselling approaches.	E
2	General & Specialist Knowledge	2.1	Knowledge of professional code(s) of practice and a commitment to ongoing professional development.	E
		2.2	Awareness of issues affecting students as compared with other client groups.	E
		2.3	Awareness of a variety of counselling theories and approaches, and the ability to work in other modalities e.g. CBT or CAT.	E

3	Education & Training	3.1	A degree or equivalent qualification, or substantial relevant experience that demonstrates high order literacy, numeracy and analytical skills.	E
		3.2	A qualification in counselling, psychotherapy or counselling psychology to at least Diploma level.	E
		3.3	BACP accreditation or UKCP/BPS registration or with an equivalent professional body or clear evidence of having applied prior to this post being advertised	E
4	Relevant Experience	4.1	Significant post-qualifying experience of offering counselling or psychotherapy to clients with a variety of complex presentations within an organisation (This should have involved holding a full case load of 25+ clients per week.)	E
		4.2	Successful experience of brief, focused and crisis counselling and an ability to undertake longer term work where required.	E
			Successful experience of undertaking clinical assessments including diagnosis and management of risk.	E
		4.3	Successful experience of providing training and workshops for staff and student groups designed to promote student mental health and well-being.	E
		4.4	Experience of working in educational settings, preferably in higher education	D
			4.5	
5	Special Requirements	5.1	Willingness to learn and work within the practices of the Counselling, Mental Health and Wellbeing Service, particularly in relation to confidentiality, data protection and recordkeeping.	E
		5.2	Evidence of a commitment to equal opportunities.	E
		5.3	Evidence of, and commitment to, ongoing personal and professional development and supervision.	E
Date of Revision			January 2021	