



Registered Charity Number: 1045429

Office 73, 4th floor, Building 8, Vantage Point Business Park,
Mitcheldean, Glos. GL17 0DD

Phone: 01594 372777 Email: admin@ticplus.org.uk Web Site: www.ticplus.org.uk

Job Pack: Face-to-Face Peripatetic Counsellors

Thank you for your interest in working for TIC+. The job pack consists of the following documents:

- Guidance Notes
- Job Details
- About TIC+ and the role
- Job Description/Person Specification
- Application form

The closing date for applications is Sunday 22nd October 2023

Please return the following documents by the date stated above.

1. The completed Application Form
2. The Diversity Questionnaire

Interviews will be held on: Thursday 2nd November 2023

Induction Days over 3 days: Wednesday 10th to Friday 12th January 2024

If you do not hear from us by the interview date it unfortunately does mean that we have not been able to include you on our shortlist.

**Completed applications should be emailed to: recruitment@ticplus.org.uk
or sent by post to:**

Office 73, 4th floor, Building 8
Vantage Point Business Park
Mitcheldean
Gloucestershire
GL17 0DD

Guidance Notes

Filling in the application form

- Please complete all parts of the application form. **(CVs will not be accepted in place of an application form).**
- Show clearly how your experience, knowledge, skills and abilities are relevant to the requirements of the person specification.
- Do not miss out experience gained in previous jobs but select the most relevant points. Also include details of any skills or experience gained from voluntary, committee or community work, etc.
- Use extra sheets if necessary, noting your name and the post you have applied for at the top of each sheet.
- Check the closing date to allow time for your application to reach us.
- We suggest you keep a copy of your completed application.
- TIC+ does not usually acknowledge receipt of application forms unless specifically requested and a stamped, self-addressed envelope is enclosed. **Please note that if you have not been contacted by the advertised interview date then unfortunately you have not been successful in your application.**

Short-listing

When short-listing we will be looking for evidence that you have the knowledge, experience, skills and abilities to do the job as detailed in the job description and person specification. These provide the essential criteria against which your application will be assessed.

Candidates with disabilities

TIC+ welcomes applications from candidates with disabilities. Please make us aware of any reasonable adjustments we may need to make for you and particularly address any special requirements you may have if you are invited for interview.

Safer Recruitment

TIC+ is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. You must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced Disclosure and Barring check. You will be interviewed and assessed against the criteria set out in the job description and person specification. All employment offers are made subject to the following checks

- satisfactory clearance from the Disclosure and Barring Service;
- satisfactory references
- right to work check
- satisfactory health check

The declaration section of the application form must be completed. TIC+ is an organisation that provides services for children young people and families and operates a Safer Recruitment Policy. You will appreciate therefore, that TIC+ must be particularly careful to enquire into the character and background of applicants for appointments to posts that (a) involve direct and indirect contact with children and vulnerable adults or supervise those who have direct or indirect contact with children or vulnerable adults, (b) who are in positions of trust and influence and (c) who, by virtue of the authority and responsibility inherent in the post they hold, might be expected to be positively suitable to work with children and vulnerable adults. Seeking this information is not, in anyway, to reflect upon applicants' integrity but is necessary to protect the vulnerable and to assist us in making safe recruitment decisions.

The post is exempt from the Rehabilitation of Offenders Act 1974, therefore, all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared. Details of any criminal record should be submitted with your application form in a sealed envelope marked 'Confidential'.

Providing false information is an offence and could result in the application being rejected or summary dismissal, if the applicant is already in post, and possible referral to the police.

We aim to make the application process as straightforward as possible. If you have any further questions regarding your application or require any further general guidance or information about TIC+ please contact a member of our Human Resources Department 01594 372777 or email recruitment@ticplus.org.uk

Thank you for considering applying to TIC+

Job Detail

- Job Title:** **Face-to-Face Peripatetic Counsellor and/or Remote Counsellor (video, IM & phone)**
- Salary:** **£27,309 - £34,485** (depending on experience) per annum for full time employee. Pro rata for part time employees.
- This equates to £14-17.68 per hour, based on experience as follows:
Newly qualified: £14.00 (£27,309.50 FTE)
More than 1 year experience + 150 counselling hours: £15.94 (£31,092.50 FTE)
More than 2-3 years experience + 550 counselling hours: £17.68 (£34,485.50 FTE)
- Contract:** **A permanent contract** from 1st January 2024 (subject to funding)

Place of work/hours

You will be required to work a minimum of 3 days (22.5 hours) a week for 39 weeks a year, mainly during term time.

For Face-to-face peripatetic contracts your working hours will be 9am to 5pm.

Most hours will be delivered during term time, there may be a requirement to deliver some of your hours during school/college holiday periods.

Some flexibility may be required around the needs of the charity and your hours will include a weekly meeting; this will include training, team meetings, peer supervision and line manager support. Forest of Dean team meetings take place Friday mornings, Cheltenham team on Tuesday afternoons.

One of our four TIC+ Values is 'We Care' and we look to support our counsellors with a generous package which includes:

- Time with your clients and travel time (for face to face clients)
- 5.6 weeks paid holiday allowance
- Administration
- Training (CPD)
- One-to-ones with your line manager
- Clinical supervision
- Team meetings
- Peer support groups
- Other team gatherings and events including our Summer Celebration and AGM
- We also pay mileage when traveling in between locations to see face to face clients.

Vacancies are currently available in the following areas:

- Cheltenham & Tewkesbury
- Forest of Dean

*We would be willing to discuss hybrid arrangements e.g. face to face counselling in an area above plus some remote (video) hours each week.

Successful applicants will:

- Hold a relevant professional qualification in counselling/psychotherapy at Diploma Level or above (final year counselling students nearing the end of their course will be considered - extra support will be given).
- Be a member of BACP, UKCP or equivalent and listed on the BACP or equivalent Register.
- Preferably have experience working with children and young people.
- Hold a relevant counselling children and young people qualification, or willing to commit to TIC+ CYP Level 5 Diploma (information available at ticplus.org.uk/training).
- TIC+ staff have the option of completing the Level 5 Diploma free of charge, subject to the following conditions:
 - Signed contract to work for TIC+, for a minimum of 10 client hours per week, over 3 years.
 - Coursework to be completed and seminars attended in delegate's own time.
- For Remote Counselling Contracts - you will also have received specialist Cyber Therapist training of at least 80 hours (it may be possible to provide this training for the right candidate).
- Have experience working to a brief/short term counselling model.
- Hold a valid driving license and have vehicle access or an ability to travel within the district applied for.

TIC+ operates a Safer Recruitment Policy.

CV applications are not accepted.

TIC+ is committed to safeguarding and promoting the welfare of children.

You must be willing to undergo child protection screening appropriate to the post.

All employment offers are made subject to satisfactory references.

Successful candidates will need to support the Christian Ethos of the charity.

About TIC+

TIC+ is a charity established in 1993 serving Gloucestershire and surrounding areas. TIC+ reaches hundreds of children and young people every year as well as offering support & advice to parents & professionals. We work to ensure that every young person has easy, prompt, independent access to appropriate support according to their needs. We offer:

- Counselling – online, remote (video & phone) and face-to-face for children and young people
- Family Counselling
- Parent Support
- Psycho-educational workshops for children, young people, parents & professionals

TIC+ has a head office in Mitcheldean Gloucestershire; counselling rooms and home-based staff and volunteers working across the county. We strive to ensure young people, parents and families feel accepted, safe & valued, so that they can say what's on their mind, and be really listened to without the fear of being judged. We work with young people to help them build resilience & give them strategies to cope with situations they might be facing.

Our Mission, Ethos and Values:

TIC+ is a Christian led charity that is not affiliated to any particular denomination, church or group. We provide services to anyone of any faith or none and we employ staff from any faith or none. As an organisation we believe that the Christian faith provides the foundation and motivation for the work of the charity and is the reason why we do what we do. Our mission *to improve,*

preserve and promote good mental health and wellbeing amongst children, young people and families is borne from Jesus' words; "I have come that they may have life, and have it to the full."

The Christian faith is not explicit in any of the services we provide. An outworking of our ethos means that we expect all representatives of the charity to treat everyone equally, with care and respect regardless of their race, gender, religion, sexual orientation, ethnic background, beliefs, status, ability or class. The ethos is given life through our relationships; the way we work together and behave with one another and those we serve, are a demonstration and authentication of our ethos.



JOB SUMMARY

To provide brief structured counselling interventions to children and young people (aged 9-25).

In some circumstances, at the request of the client and in consultation with your supervisor this may occasionally include working with parents/other family members around the client. There may also be a requirement to facilitate small group work with parents or young people. Our clients may self-refer or sometimes referred by family members, GPs or other agencies.

TIC+ counsellors work with young people and families who are experiencing personal problems, worries, and difficulties which impact on them emotionally, physically and/or socially.

You will be expected to deliver counselling interventions and possibly small group work using a humanistic or Integrative person-centered/psychodynamic and or cognitive approach including the use of brief therapy or solution focused approaches where appropriate. As the role involves children and young people you will be able to work creatively and flexibly with young people according to their developmental ability and emotional needs.

The role will involve a high level of self and case management; travelling to meet clients at their school, college, university or a community venue of their choice. Once you receive details of a client you will be required to organise appointments, maintain records and comply with paperwork completion and submission procedures.

Qualifications and Experience

- The post holder is required to hold a recognised counselling qualification, preferably to at least Diploma Level, with two-three years counselling practice experience totalling at least 150 hours in direct work preferably with young people.
- You must be a member of BACP and on the BACP register of Counsellors and Psychotherapists or similar. Ideally you will be BACP Accredited or similar, or willing to work towards accreditation.
- You will have excellent listening skills and to be able to provide a warm, welcoming and safe therapeutic environment that encourages a climate for trusting relationships to be built with clients.
- You will be expected to have a knowledge of the competencies required for a counsellor working with children and young people https://www.bacp.co.uk/media/15873/bacp-cyp-competence-framework_2022.pdf
- You will have received (or are soon to receive) specialist training of at least 100 hours to work with young people according to the BACP competencies required for a counsellor working with children and young people. Fast track level 5 CPCAB accredited course meeting BACP core competencies can be accessed at TIC+ the cost of which is £2250 including CPCAB registration & certificate. The next course is scheduled to start in **September 2023** and details can be found here: <https://www.ticplus.org.uk/training/>
 - TIC+ staff have the option of completing the Level 5 Diploma free of charge, subject to the following conditions:
 - Signed contract to work for TIC+, for a minimum of 3 days per week (22.5 hours), over 3 years.
 - Coursework to be completed and seminars attended in delegate's own time.
- For Remote Counselling Contracts - you will also have received specialist Cyber Therapist training of at least 80 hours (it may be possible to provide this training for the right candidate).
- To have experience of working with young people experiencing complex mental health difficulties in particular risk taking behaviours.

- The post holder will have competent IT skills with access to home IT equipment that is compatible with editing Microsoft products particularly Word and Excel.
- For Remote Contracts – will have the ability to work from your home/office in a safe, private room with good broadband and phone connection.
- Have a suitable PC or laptop and internet/telephone access.

Other working Relationships

You will be expected to develop good working relationships with Trustees/Directors, paid & volunteer counselling and administrative staff within the whole of TIC+, and with funders, schools, statutory agencies and other bodies or representatives that you may have dealings with.

Main Responsibilities

1. To provide short term individual counselling to young people aged between 9-25 yrs, and if agreed with the TIC+ line manager, to other family members. The theoretical approach will be humanistic or Integrative person-centred, psychodynamic and or cognitive approach including the use of brief therapy or solution focused approaches where appropriate.
2. To facilitate small group work with young people and parents.
3. To administer your own caseload, communicating with the client or referrer to arrange appointment times and venues if necessary.
4. To contact a young person within one week for an appointment to be made within 2 weeks of receiving a referral. If this is not possible for any reason the peripatetic counsellor must inform the Counselling Coordinator as soon as possible.
5. Counsellors will offer an assessment and an agreed number of sessions depending on need. No more than three sessions will be offered at any one time followed by a review. Requests to extend the session limit should be agreed with TIC+ Counselling Team Leader.
6. To work creatively and flexibly with young people according to their developmental ability and emotional needs.
7. To be willing to work flexibly within the school/college/university environment and to develop close working relationships with relevant staff.
8. To work closely with the school, college, university, social services, local health authorities and other agencies to support the work they are doing with clients.
9. To attend external meetings if necessary with regards to a particular young person you may be working with.
10. Where appropriate (and where possible in consultation with your supervisor) to make external referrals to other statutory and voluntary agencies e.g. CAMHS, social services, GPs, Young Minds Matter, eating disorder teams, Young Carers, Winston's Wish etc. At all times following TIC+ referral pathways and safeguarding and information sharing policies.
11. Counsellors are required to keep brief factual notes for each session relating to their client work. When being transported between sessions notes relating to clients should not reveal the client's identity. When not being used notes are to be kept safely stored in a locked cupboard and the post holder is required to make appropriate arrangements to ensure that documentation can be stored appropriately.
12. You will be required annually to write a case study of 500-750 words using a template provided.

13. You will be able to provide evidence of a high level of personal organisation and the timely submission of all paperwork defined in TIC+ policies and procedures including assessments, referrals, case closure records and monthly time sheets.
14. TIC+ is committed to protecting its staff, clients, service users, assets and reputation through an effective risk management process. The post holder will be required to comply with the TIC+ Health and Safety Policy and actively participate in this process, having responsibility for managing risks and reporting exceptions.
15. TIC+ is committed to safeguarding children and adults therefore the post holder must attend the required level of safeguarding children and vulnerable adults training. The post holder will be required to comply with the TIC+ Safeguarding Children and Vulnerable Adults Policy and actively participate in this process, having responsibility for managing risks and reporting exceptions.
16. TIC+ is committed to the correct and safe handling of client identifiable data and takes every precaution to protect such data from being inadvertently disclosed to unauthorized personnel. All counsellors are therefore required to abide by the TIC+ Data Protection; IT & IG Governance and Security Policies.
17. The post holder must abide by all TIC+'s policies. These will be communicated during the induction process which you must attend and you will be provided with copies.
18. Staff must maintain the strictest confidence in relation to client or personnel related information, and it must be stressed that all client related information is confidential, whether formally recorded or not.
19. TIC+ expects all counsellors to work within the BACP ethical framework. Copies of the BACP Ethical Framework are available on request.
20. You will be required within your working hours to attend the following mandatory meetings required for supervision, continuous professional development, support, training and agency safeguarding and administrative updates:
 - Up to 1.5 hours individual supervision per month.
 - A weekly team meeting which will include:
 - Various internal training
 - A two-hour peer group meeting. These meetings are an opportunity for you to receive peer-support and for additional training.
 - Line manager support
 - At least two 1-1 meetings with your TIC+ line manager per year.
21. TIC+ believes that Continuous Professional Development is an important aspect of the counsellor's capability and therefore you will be able to provide evidence of Continuous Professional Development (CPD) in line with BACP guidelines of at least 30 hours per year.
22. To undertake surveys and audits as necessary e.g. clinical effectiveness.
23. At no time should the post holder work outside their defined level of competence. If the post holder has concerns regarding this, they should immediately discuss them with their Team Leader. All staff have a responsibility to inform those supervising their duties if they are not competent to perform a duty.
24. Perform any special duties requested by the, Trustees, Director of Clinical Services, Head of Clinical Operations, Team Leader, Counselling Coordinator or service users in line with the remit of the post.
25. To support the Christian ethos of the charity as stated in the TIC+ 'Ethos Statement'.

26. To be an ambassador for TIC+ promoting the wider work and interests of the charity where appropriate.
27. Employment is conditional upon the provision of a satisfactory Disclosure and Barring Certificate of a level appropriate to the post. Therefore, you will be required to consent to a criminal record checks from time to time during your employment as deemed appropriate by the organisation. In the event that such certificate(s) are not supplied your employment with us will be terminated.



PERSON SPECIFICATION

Job Title: Peripatetic Counsellor

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	<p>Diploma or equivalent in Counselling/ Psychotherapy with a humanistic/person-centred/integrative approach.</p> <p>Registered member of BACP or other relevant/recognised counselling/psychotherapy body.</p> <p>Specialist training of at least 100 hours to work with young people according to the BACP competencies required for a counsellor working with children and young people: http://www.bacp.co.uk/admin/structure/files/pdf/12772_map_cyp.pdf (Can be accessed at TIC+).</p> <p>For Remote Contracts specialist Cyber Therapist training of at least 80 hours</p>	<p>Accredited member of BACP or other relevant/recognised counselling/psychotherapy body or willing to work towards accreditation.</p>	<ul style="list-style-type: none"> • Application Form • Certificate Check • Professional Body check

	(it may be possible to provide this training for the right candidate).		
EXPERIENCE	<p>150+ hours supervised counselling experience</p> <p>Experience of working with brief, focused counselling interventions and/or evidence based psychological interventions under appropriate supervision</p> <p>Knowledge of and experience of working with common mental health problems that affect young people e.g. Anxiety, Depression, OCD, Self-harm</p> <p>Experience of working creatively and flexibly with young people according to their developmental ability and emotional needs</p>	<p>Experience in counselling children/young people.</p> <p>Experience of making referrals/breaking confidentiality following agency protocol</p> <p>Experience of working with young people who experience complex mental health difficulties including suicidal feelings and engaging in risk-taking behaviours</p> <p>Experience of working creatively and flexibly with young people according to their developmental ability and emotional needs</p> <p>Experience of facilitating small groups of young people and/or parents.</p>	<ul style="list-style-type: none"> • Application Form • Interview • Case study presentation

<p>SKILLS</p>	<p>Ability to form a strong therapeutic working relationship with children, young people and parents.</p> <p>Organisation skills with the ability to administer own caseload from communicating with the client, making appointments through to case closure and submission of all relevant paperwork (in a timely fashion).</p> <p>Competent IT skills with access to home IT equipment that is compatible with EDITING MICROSOFT products particularly WORD and EXCEL.</p> <p>Ability to work flexibly within different environments e.g. school/college/in the community.</p> <p>Ability to develop working relationships with relevant key people/bodies e.g. school staff/local health authorities/other agencies, TIC+ HO etc.</p> <p>To be an ambassador for TIC+ promoting the wider work and interests of the charity where appropriate</p> <p>Ability to operate within an Agency's framework of policies and procedures</p> <p>A positive attitude to personal development</p>	<p>Can show a record of continuous professional development.</p>	<ul style="list-style-type: none"> • Application Form • Observed role play at interview • Basic IT skills demonstration at • Interview
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<p>SPECIAL KNOWLEDGE</p>	<p>Model of counselling/ therapy and theory that underpins counselling and evidence based psychological therapies under supervision</p> <p>Ability to work within the BACP Ethical Framework.</p> <p>Understands the importance of confidentiality, safeguarding children & vulnerable adults, consent.</p> <p>Understanding of Gillick Competency guidelines and how this impacts on 'consent'.</p>	<p>Working knowledge of safeguarding children and/or vulnerable adults and Child Protection.</p>	<ul style="list-style-type: none"> • Application Form • Interview • Case study presentation
<p>PERSONAL QUALITIES (Demonstrable)</p>	<p>Organised and reliable.</p> <p>Empathic interpersonal style.</p> <p>Reflective capacity.</p> <p>Personal self-care and awareness.</p> <p>To be an effective team player.</p> <p>Enthusiastic and motivated.</p> <p>Able to be flexible towards service needs</p>		<ul style="list-style-type: none"> • Application Form • Interview

OTHER
(Please Specify)

Driving license and vehicle access or an ability to travel to different TIC+ venues (if you have a medical condition which impacts on your ability to meet this condition, please highlight this and we can discuss options).

It is your responsibility to inform your insurance company that you use your car for work and to arrange for your policy to cover you for business use if you do not already have this cover.

Willing and able to commit to attend internal training/meetings. Also to attend weekly team meetings, regular supervision (provided by TIC+) and one to one review meetings.

For Remote Contracts – the ability to work from your home/office in a safe, private room with good broadband and phone connection.

Employment is conditional upon the post holder providing a satisfactory Disclosure and Barring Certificate (coordinated by TIC+).

- Interview
- Document check