



Registered Charity Number: 1045429

Office 73, 4th floor, Building 8, Vantage Point Business
Park, Mitcheldean, Glos. GL17 0DD
Phone: 01594 372777 Email: hr@ticplus.org.uk Web Site:
www.ticplus.org.uk

Job Pack: Face-to-Face Peripatetic Counsellor

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

The closing date for applications is **Wednesday 5th June 2024 at 5pm**, however we will be reviewing and interviewing potential candidates through the application window.

TIC+ reserves the right to close this vacancy should the right candidate be identified.

Interviews will be on **20th June 2024** at Eastgate House in Gloucester.

Please return the following documents by the date stated above.

1. The completed Application Form
2. The Diversity Questionnaire

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

Completed applications should be sent to:

hr@ticplus.org.uk

Or by post:

HR Department
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.

Commitment to Inclusivity and Diversity

Here at TIC+ we want to be an organisation that's representative of the communities we serve, which is why we strive for diversity of age, gender identity, sexual orientation, physical or mental ability, ethnicity and perspective. We try to create an encouraging, caring, supportive environment where everyone, from any background, can be themselves and fulfil their potential at work.

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.

Keeping children, young people and families safe

TIC+ is committed to safeguarding and promoting the welfare of children, young people and families and expects all staff to share this commitment.

As part of our Safer Recruitment Policy 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. We are 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 declaration section of the application form must be completed.

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.

All employment offers are made subject to the following checks

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

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 hr@ticplus.org.uk

Thank you for considering applying to TIC+

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 and face-to-face for children and young people
- Family Counselling
- Parent Support
- Psycho-educational workshops for children, young people, parents & professionals
- Counselling Training courses

TIC+ has a main 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."* John 10:10.

An outworking of our Christian 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.

Our Values:



Job Detail

- Job Title:** **Face-to-Face Peripatetic Counsellor**
- Rate of pay:** Starting at Grade B - **£29,581.50** per annum for full time employees. Pro rata for part time employees.
- Rising to Grade C - **£35,470.50** on completion of 2-3 years' experience + 550 counselling hours. Pro rata for part time employees.
- Reports to:** Clinical Manager
- Place of Work:** Gloucester
- *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 if remote clients are available. Remote counselling requires additional training which can be provided by TIC+.
- Hours of Work:** 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 expected 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. Gloucester team meetings currently take place Friday mornings.
- 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 time
 - 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.

- Contract:** Permanent (subject to funding)
- Holiday:** 5.6 weeks a year (inclusive of bank holidays) pro rata for part time employees.
- Benefits:** Enrolment into a direct contribution pension scheme (3% employer contribution)
Additional leave is awarded based on length of service up to a maximum of ten days, and this starts to accrue from day one of employment.
Up to three volunteering days per year
Enhanced company sick pay
Blue light discount card
Sight test
- Expenses:** Legitimate business expenses incurred as part of carrying out your job will be reimbursed.
- Terms:** There will be a six-month probationary period where the successful candidate's suitability for the role will be assessed.

Job Title:	Face-to-Face Peripatetic Counsellor
Responsible to:	Clinical Manager
Job Purpose:	<p>To provide brief structured counselling interventions to children and young people (aged 9-25).</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>
Main Duties:	<ol style="list-style-type: none"> 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+ 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:

The person appointed will be expected to have the key essential skills and attributes listed below. The items under the heading 'desirable attributes' will also be useful. However, candidates who do not have these desirable attributes should not be deterred from submitting an application as relevant support/training can be made available for the right person.

Selection Criteria	Method of Assessment	Essential	Desirable
1 Training, Qualifications and Experience			
The successful candidate will have:			
1.1 Diploma or equivalent in Counselling/ Psychotherapy with a humanistic/person-centred/integrative approach.	<ul style="list-style-type: none"> ▪ Application form ▪ Certificate Check ▪ Professional Body Check 	✓	
1.2 Registered member of BACP or other relevant/recognised counselling/psychotherapy body.	<ul style="list-style-type: none"> ▪ Application form ▪ Certificate Check ▪ Professional Body Check 	✓	
1.3 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/1277_2_map_cyp.pdf	<ul style="list-style-type: none"> ▪ Application form ▪ Certificate Check ▪ Professional Body Check 	✓	
1.4 For Remote Contracts specialist Cyber Therapist training of at least 80 hours (it may be possible to provide this training for the right candidate).	<ul style="list-style-type: none"> ▪ Application form ▪ Certificate Check ▪ Professional Body Check 	✓	
1.5 Accredited member of BACP or other relevant/recognised counselling/psychotherapy body or willing to work towards accreditation.	<ul style="list-style-type: none"> ▪ Application form ▪ Certificate Check ▪ Professional Body Check 		✓
2 Experience			
The successful candidate will have:			

2.1 150+ hours supervised counselling experience.	<ul style="list-style-type: none"> ▪ Application Form ▪ Interview ▪ Case study presentation 	✓	
2.2 Experience of working with brief, focused counselling interventions and/or evidence based psychological interventions under appropriate supervision	<ul style="list-style-type: none"> ▪ Application Form ▪ Interview ▪ Case study presentation 	✓	
2.3 Knowledge of and experience of working with common mental health problems that affect young people e.g. Anxiety, Depression, OCD, Self-harm	<ul style="list-style-type: none"> ▪ Application Form ▪ Interview ▪ Case study presentation 	✓	
2.4 Experience of working creatively and flexibly with young people according to their developmental ability and emotional needs	<ul style="list-style-type: none"> ▪ Application Form ▪ Interview ▪ Case study presentation 	✓	
2.5 Experience in counselling children/young people.	<ul style="list-style-type: none"> ▪ Application Form ▪ Interview ▪ Case study presentation 		✓
2.6 Experience of making referrals/breaking confidentiality following agency protocol	<ul style="list-style-type: none"> ▪ Application Form ▪ Interview ▪ Case study presentation 		✓
2.7 Experience of working with young people who experience complex mental health difficulties including suicidal feelings and engaging in risk-taking behaviours	<ul style="list-style-type: none"> ▪ Application Form ▪ Interview ▪ Case study presentation 		✓
2.8 Experience of working creatively and flexibly with young people according to their developmental ability and emotional needs	<ul style="list-style-type: none"> ▪ Application Form ▪ Interview ▪ Case study presentation 		✓
2.9 Experience of facilitating small groups of young people and/or parents.	<ul style="list-style-type: none"> ▪ Application Form ▪ Interview ▪ Case study presentation 		✓
3. Skills			
The successful candidate will be able to:			
3.1 form a strong therapeutic working relationship with children, young people and parents.	<ul style="list-style-type: none"> ▪ Application Form ▪ Observed role play at interview 	✓	

3.2 demonstrate organisational 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).	<ul style="list-style-type: none"> ▪ Application Form ▪ Observed role play at interview 	✓	
3.3 demonstrate competent IT skills with access to home IT equipment that is compatible with EDITING MICROSOFT products particularly WORD and EXCEL	<ul style="list-style-type: none"> ▪ Basic IT skills demonstration at ▪ Interview 	✓	
3.4 have the ability to work flexibly within different environments e.g. school/college/in the community.	<ul style="list-style-type: none"> ▪ Application Form ▪ Observed role play at interview 	✓	
3.5 have the ability to develop working relationships with relevant key people/bodies e.g. school staff/local health authorities/other agencies, TIC+ HO etc.	<ul style="list-style-type: none"> ▪ Application Form ▪ Observed role play at interview 	✓	
3.6 to be an ambassador for TIC+ promoting the wider work and interests of the charity where appropriate	<ul style="list-style-type: none"> ▪ Application Form ▪ Observed role play at interview 	✓	
3.7 have the ability to operate within an Agency's framework of policies and procedures	<ul style="list-style-type: none"> ▪ Application Form ▪ Observed role play at interview 	✓	
3.8 demonstrate a positive attitude to personal development	<ul style="list-style-type: none"> ▪ Application Form ▪ Observed role play at interview 	✓	
3.9 Can show a record of continuous professional development.	<ul style="list-style-type: none"> ▪ Application Form ▪ Interview 		✓
4. Special Knowledge			
The successful candidate will have:			

4.1 Model of counselling/ therapy and theory that underpins counselling and evidence based psychological therapies under supervision	<ul style="list-style-type: none"> ▪ Application Form ▪ Interview ▪ Case study presentation 	✓	
4.2 Ability to work within the BACP Ethical Framework.	<ul style="list-style-type: none"> ▪ Application Form ▪ Interview ▪ Case study presentation 	✓	
4.3 the understanding of the importance of confidentiality, safeguarding children & vulnerable adults, consent	<ul style="list-style-type: none"> ▪ Application Form ▪ Interview ▪ Case study presentation 	✓	
4.4 the understanding of Gillick Competency guidelines and how this impacts on 'consent'.	<ul style="list-style-type: none"> ▪ Application Form ▪ Interview ▪ Case study presentation 	✓	
4.5 the working knowledge of safeguarding children and/or vulnerable adults and Child Protection.	<ul style="list-style-type: none"> ▪ Application Form ▪ Interview ▪ Case study presentation 		✓
5. Personal Attributes			
The successful candidate will demonstrate:			
5.1 a passion for the mission of the charity – “to improve, preserve and promote good mental health and wellbeing among children, young people and families.”	<ul style="list-style-type: none"> ▪ Application form ▪ Interview 	✓	
5.2 a high level of attention to detail.	<ul style="list-style-type: none"> ▪ Application form ▪ Interview 	✓	
5.3 a high level of personal integrity and confidentiality	<ul style="list-style-type: none"> ▪ Application form 	✓	
5.4 the ability to plan, organise and prioritise workload and manage time effectively.	<ul style="list-style-type: none"> ▪ Application form 	✓	
5.5 reflective capacity	<ul style="list-style-type: none"> ▪ Application form ▪ Interview 	✓	
5.6 the ability to work under pressure	<ul style="list-style-type: none"> ▪ Application form ▪ Interview 	✓	
5.7 the ability to embrace change well	<ul style="list-style-type: none"> ▪ Application form ▪ Interview 	✓	
5.8 the ability to both work independently and as part of a team	<ul style="list-style-type: none"> ▪ Application form ▪ Interview 	✓	
5.9 empathetic interpersonal style	<ul style="list-style-type: none"> ▪ Application form ▪ Interview 	✓	
6. Commitment			
The successful candidate should be able to demonstrate commitment to:			

6.1 support the Christian ethos of the charity.	▪ Application form	✓	
---	--------------------	---	--