



Registered Charity Number: 1045429
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www.ticplus.org.uk

Job Pack

Job Pack: Tic+ Eating Difficulties Service (TEDS) Specialist/ Senior 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 **12pm, 18th June 2024**, 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 held **4th July 2024**.

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:	Specialist/ Senior Counsellor
Rate of pay:	Senior Counsellor - £34,281 - £35,470 Specialist Counsellor - £37,460 - £38,395
Reports to:	TEDS Service Lead
Place of Work:	The main base for this role is Eastgate House, Eastgate street, Gloucester, GL1 1PX, although most client hours are expected to be delivered in Stroud. However, the post holder may also be expected to work across several sites in Gloucestershire including Mitcheldean, Stroud and Cheltenham. Milage will be paid for travel away from the base. You will not be required to work outside the UK.
Hours of Work:	23 hours a week (over 3 days), including 12 client contact hours. 52 weeks per year.
Contract:	Fixed Term (subject to funding)
Holiday:	5.6 weeks a year (inclusive of bank holidays) pro rata for part time employees.
Benefits:	<ul style="list-style-type: none">• 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:	Senior/Specialist Counsellor
Responsible to:	TEDS Service Lead
Job Purpose:	You will be part of a small team who will develop internal and inter-agency clinical pathways and will be responsible for delivering therapeutic services to ensure best possible outcomes for children, young people and their families accessing the service.
Main Duties:	You would be expected to deliver counselling interventions and small group work using a humanistic or integrative person-centred/ psychodynamic and or cognitive approach including the use of brief therapy or solution focused approaches where appropriate. The majority of sessions will be delivered face-to-face, across several sites in Gloucestershire, you may also be delivering sessions remotely.

General duties	<ul style="list-style-type: none"> • effectively assess, plan and review all stages of the young person's journey using designated tools and within agreed timescales. • work creatively and flexibly with young people according to their developmental ability and emotional needs. • organise appointments, maintain records and comply with paperwork completion and submission procedures. • ensure all aspects of safeguarding and clinical risk management are adhered to and TIC+ policies and procedures are followed at all times. • liaise with and make referrals to relevant agencies as required to ensure the needs of young people are met. • attend regular monthly 1-1 clinical supervision. • attend weekly team meetings (on a Thursday, at Eastgate House, Gloucester) • produce relevant reports, case studies and action plans when required. • Specialist Counsellors will have additional responsibilities such as deputising for the TEDS Lead in their absence, contributing to service reports and evaluations, providing support to core counselling team, contributing to the development of related training materials, articles, social media posts etc.
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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 GCSE Maths and English to Grade C or level 4/5 or equivalent	<ul style="list-style-type: none"> ▪ Application form 	✓	
1.2 Good working knowledge of excel	<ul style="list-style-type: none"> ▪ Application form ▪ Interview task 		✓
1.3 experience of working with Access or a similar database	<ul style="list-style-type: none"> ▪ Application form ▪ Interview task 		✓
1.4 Diploma or equivalent in Counselling/ Psychotherapy with a humanistic / person centred/ integrative approach.	<ul style="list-style-type: none"> ▪ Application form ▪ Certificates at interview 	✓	
1.5 Registered member of BACP or other relevant/ recognised counselling/ psychotherapy body	<ul style="list-style-type: none"> ▪ Application form ▪ Membership no. 	✓	
1.6 Counselling Children and Young people qualification of at least 100 hours meeting BACP Core Competencies (can be accessed at TIC+).	<ul style="list-style-type: none"> ▪ Application form ▪ Certificate at interview 	✓	
1.7 Some training in Eating Disorders	<ul style="list-style-type: none"> ▪ Application form ▪ Certificate at interview 	✓	
1.8 500+ hours post qualifying supervised experience counselling children/young people	<ul style="list-style-type: none"> ▪ Application ▪ Interview 	✓	
1.9 Experience of working with young people with eating difficulties and utilising appropriate interventions	<ul style="list-style-type: none"> ▪ Application ▪ Interview ▪ Case study 	✓	
1.10 Experience of working with brief, focused counselling interventions and/or evidence based psychological interventions under appropriate supervision	<ul style="list-style-type: none"> ▪ Application ▪ Interview ▪ Case study 	✓	
1.12 Experience of making referrals/breaking confidentiality following agency protocol	<ul style="list-style-type: none"> ▪ Application ▪ Interview ▪ Case study 	✓	
1.13 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 ▪ Interview ▪ Case study 	✓	

1.14 Experience of working creatively and flexibly with young people according to their developmental ability and emotional needs	<ul style="list-style-type: none"> ▪ Application ▪ Interview ▪ Case study 	✓	
1.15 Experience of working with young people and/or parents. Experience of facilitating small groups	<ul style="list-style-type: none"> ▪ Application ▪ Interview ▪ 	✓	
1.16 50+ hours recognised training in Eating Disorders (<u>essential</u> for specialist counsellor)	<ul style="list-style-type: none"> ▪ Application ▪ Certificate 		✓
1.17 Masters/Post Graduate/ Counselling or Mental Health qualification.	<ul style="list-style-type: none"> ▪ Application ▪ Certificate 		✓
1.18 Accredited member of BACP or other relevant or recognised counselling / psychotherapy body or must be willing to work towards accreditation. (<u>essential</u> for specialist counsellor)	<ul style="list-style-type: none"> ▪ Application 		✓
1.19 1000+ hours post qualifying supervised experience counselling children & young people, 300 of which with children and young people with eating difficulties. (<u>essential</u> for Specialist Counsellor)	<ul style="list-style-type: none"> ▪ Application ▪ Interview 		✓
1.20 Considerable experience working with young people with eating difficulties (<u>essential</u> for Specialist Counsellor)	<ul style="list-style-type: none"> ▪ Application ▪ Interview 		✓
2 Knowledge			
The successful candidate will be able to demonstrate an awareness of:			
2.1 the General Data Protection Regulation GDPR and the principles of confidentiality and sharing information.	<ul style="list-style-type: none"> ▪Application ▪Interview 		✓
2.2 equal opportunities and anti-discrimination practices.	<ul style="list-style-type: none"> ▪ Application ▪ Interview 	✓	
2.3 Knowledge of effective treatments and evidence base for children and young people with eating disorders.	<ul style="list-style-type: none"> ▪ Application ▪ Interview 		
2.4 Working knowledge of safeguarding children and/or vulnerable adults and Child Protection.	<ul style="list-style-type: none"> ▪ Application ▪ Interview 	✓	
2.5 A good working knowledge of local services for young people, safeguarding and health care pathways.	<ul style="list-style-type: none"> ▪ Application ▪ Interview 	✓	

2.6 Knowledge of BACP Ethical Framework	<ul style="list-style-type: none"> ▪ Application ▪ Interview 	✓	
2.7 Knowledge of BACP core competencies related to TIC+ counselling services	<ul style="list-style-type: none"> ▪ Application ▪ Interview 	✓	
3. Ability			
The successful candidate will be able to:			
3.1 demonstrate competency and confidence in the use of IT systems and software packages e.g. Microsoft Excel and word, with access to compatible home IT equipment, as well as the ability to enter data accurately.	<ul style="list-style-type: none"> ▪Application ▪Interview 	✓	
3.2 demonstrate competency in the principles of database management	<ul style="list-style-type: none"> ▪Application form ▪ Interview 		✓
3.3 demonstrate experience of maintaining safe, accurate and confidential recording of information on the database, including giving history, communications, and activities	<ul style="list-style-type: none"> ▪ Application form ▪ Interview 		✓
3.4 Competent at clinical risk assessment	<ul style="list-style-type: none"> ▪ Application ▪ Interview 	✓	
3.5 Competent at working therapeutically with young people and family/ carers	<ul style="list-style-type: none"> ▪ Application ▪ Interview 	✓	
3.6 Ability to form a strong therapeutic working relationship with children. Young people and parents.	<ul style="list-style-type: none"> ▪ Application ▪ Interview 	✓	
3.7 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).	<ul style="list-style-type: none"> ▪ Application ▪ Interview 	✓	
3.8 Ability to work flexibly within different environments, e.g. School/ college/in the community.	<ul style="list-style-type: none"> ▪ Application ▪ Interview 	✓	
3.9 Ability to develop and operate within an agency's framework of policies and procedures	<ul style="list-style-type: none"> ▪ Application ▪ Interview 	✓	

3.10 The ability to actively promote and represent the organisation through presentations and meetings with key stakeholders.	<ul style="list-style-type: none"> ▪ Application ▪ Interview 		✓
4. Communication Skills			
The successful candidate will be able to:			
4.1 demonstrate a good level of competency in written and verbal communication skills	<ul style="list-style-type: none"> ▪ Application ▪ Interview 	✓	
4.2 deliver the role in line with TIC+ Values	<ul style="list-style-type: none"> ▪ Application ▪ Interview 	✓	
4.3 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 ▪ Interview 	✓	
4.4 To be an ambassador for TIC+ promoting the wider work and interests of the charity where appropriate.	<ul style="list-style-type: none"> ▪ Application ▪ Interview 	✓	
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 ▪ Interview 	✓	
5.2 a high level of attention to detail.	<ul style="list-style-type: none"> ▪ Application ▪ Interview 	✓	
5.3 a high level of personal integrity and confidentiality	<ul style="list-style-type: none"> ▪ Application 	✓	
5.4 the ability to plan, organise and prioritise workload and manage time effectively.	<ul style="list-style-type: none"> ▪ Application 	✓	
5.5 a willingness to learn and demonstrable commitment to personal growth and development.	<ul style="list-style-type: none"> ▪ Application ▪ Interview 	✓	
5.6 A strong personal interest in and commitment to the mental health and wellbeing of children and young people.	<ul style="list-style-type: none"> ▪ Application ▪ Interview 	✓	
5.7 the ability to work under pressure	<ul style="list-style-type: none"> ▪ Application ▪ Interview 	✓	
5.8 the ability to embrace change well and be flexible towards service needs.	<ul style="list-style-type: none"> ▪ Application ▪ Interview 	✓	
5.9 the ability to both work independently and as part of a team	<ul style="list-style-type: none"> ▪ Application ▪ Interview 	✓	
5.10 Values led with a personal commitment to equality, diversity, social justice and change.	<ul style="list-style-type: none"> ▪ Application ▪ Interview 	✓	

5.11 Have excellent interpersonal skills, and the ability to build strong collaborative supportive relationships with staff team and external partner agencies.	<ul style="list-style-type: none"> ▪ Application ▪ Interview 	✓	
5.12 Demonstrate resilience when responding to challenge, change and complex or difficult situations.	<ul style="list-style-type: none"> ▪ Application ▪ Interview 	✓	
5.13 Able to model good self-care	<ul style="list-style-type: none"> ▪ Application ▪ Interview 	✓	
5.14 Organised and reliable	<ul style="list-style-type: none"> ▪ Application ▪ Interview 	✓	
5.15 Capacity and willingness to be reflective	<ul style="list-style-type: none"> ▪ Application ▪ Interview 	✓	
6. Commitment			
The successful candidate should be able to demonstrate commitment to:			
6.1 support the Christian ethos of the charity.	<ul style="list-style-type: none"> ▪ Application 	✓	
6.2 To attend: <ul style="list-style-type: none"> • office Staff Team meetings on a regular basis. regular 1-1 sessions with your line manager.	<ul style="list-style-type: none"> ▪ Application ▪ Interview 	✓	
7. Other			
The successful candidate will have:			
7.1 . 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). <i>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.</i>	<ul style="list-style-type: none"> ▪ Application ▪ Interview 	✓	
7.2 Can show a record of continuous professional development – counselling related Continuous Professional Development (CPD) in line with BACP guidelines of at least 30 hours per year.	<ul style="list-style-type: none"> ▪ Application ▪ Interview 	✓	
7.3 Willing and able to commit to attend internal training/meetings. Also to attend peer support groups, regular supervision (provided by TIC+) and one to one review meetings annually at a level commensurate to the number of contracted hours undertaken.	<ul style="list-style-type: none"> ▪ Application ▪ Interview 	✓	
7.4 Employment is conditional upon the post holder providing a satisfactory Disclosure and Barring Certificate (coordinated by TIC+)	<ul style="list-style-type: none"> ▪ Application ▪ Interview 	✓	

