**Job Description**

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| **Job title**  |  ‘Aspirations’ Specialist Counsellor |
| **Responsible to**  | Aspirations Programme Coordinator |
| **Remit of the post covers**  | Kent  |
| **Department**  | Employment Services |
| **Hours**  | Full Time  |
| **Salary**  | £29,440.00 per annum  |
| **Length of contract**  | Fixed Term – Ends March 2023 |
| **Location**  | Chatham Office Base – Venues across DGS and Medway |

**Purpose of the job**

North Kent Mind has been awarded funding from The National Lottery Community Fund and European Social Fund (ESF) to deliver the ‘Aspirations’ programme with Porchlight; to assist people across Kent with common mental health problems, who wish to engage with the employment market. The project will support people over the programme with the aim of getting some back into work and education or training and helping others to approach the labour market through improvements in their wellbeing.

As the Aspirations Specialist Counsellor, you will be responsible for the successful delivery and organisation of short-term time limited counselling to Aspirations clients from both North Kent Mind and Porchlight who choose it as part of their programme. Working within venues across DGS and Medway, at times you may be required to travel to other areas.

**Scope of the job**

With an excellent knowledge of: integrative counselling, common mental health problems, and organising counselling sessions and assessments, the post holder will be responsible for the successful delivery of the service, ensuring we meet all professional standards, ESF requirements and Porchlight’s contractual obligations by regularly reviewing performance against outcome and output profiles.

Based in North Kent you will work closely with the NKM Aspirations team and Aspirations Programme Coordinator. You will be required to undertake both clinical and operational supervision.

**Key responsibilities**

1. To oversee the successful delivery of a counselling service for NKM Aspirations Project with a caseload capped at 15.

2. To undertake time limited counselling sessions and assessments working within a framework of six to twelve sessions.

3. To coordinate a smooth pathway of referrals and liaise with the NKM Aspirations team.

4. To administer all monitoring and reach targets as required by the Aspirations Project.

5. To work closely with NKM Aspirations team to ensure; all clients have equal access to counselling, clients have access to childcare, and venues are booked as required.

8. To produce reports where required.

9. To work with the Aspirations Programme Coordinator to enhance quality within the service.

10.To book and arrange venues as required for successful facilitation of the service.

11. To plan, create and deliver, non-clinical group-based interventions as required by the needs of the programme.

**General duties**

1. To attend and contribute to meetings, training and other events as required.

2. To attend and contribute to the supervision and appraisal process.

3. To work within a framework which:

* + 1. Abides by all the policies of North Kent Mind, including Equal Opportunities, Confidentiality and Health and Safety.
		2. Promotes Social Inclusion, Empowerment, Well-being and the Recovery Model
		3. Respects, encourages and builds on individual clients’ coping strategies, skills and autonomy.
		4. Maintains good liaison with any other outside agencies as is necessary
		5. Promotes good joint working, links and cross-referral with all North Kent Mind colleagues.

4. To travel to meetings which may require the need to work unsociable hours e.g. attending evening or weekend meetings.

5. To adhere to relevant legal and statutory requirements including the General Data Protection Regulations and the Health and Safety at Work Act.

6. The nature of the duties in this role may change and develop according to need. This will require a flexible and adaptable approach

‘Aspirations’ Specialist Counsellor

PERSON SPECIFICATION

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| **Criteria** | **Essential** | **Desirable** |
| Experience of working with mental health service users | ✓ |  |
| An understanding of the issues facing those recovering from a mental health problem | ✓ |  |
| A passionate approach towards empowering people with or recovering from a mental health issue. | ✓ |  |
| Ability to work on own initiative | ✓ |  |
| Excellent organisational skills | ✓ |  |
| An enthusiasm in developing services  | ✓ |  |
| Ability to develop positive relationships with service users, and staff  | ✓ |  |
| Excellent communication and listening skills | ✓ |  |
| Pro active and flexible approach to problem solving | ✓ |  |
| Ability to work across North Kent | ✓ |  |
| Willingness to work flexible hours | ✓ |  |
| Car owner/driver | ✓ |  |
| Comprehensive knowledge of counselling | ✓ |  |
| A relevant counselling qualification and BACP accredited as a counsellor | ✓ |  |
| Experience creating and delivering groups |  | ✓ |