



OPPORTUNITY

Counsellor

Reference: R230021
Grade: 8
Salary: £35,333 to £42,155 per annum, depending on experience
Contract Type: Continuing
Basis: Part Time – 0.8 FTE (4 days per week)

Job description

Job Purpose:

We currently have a range of posts (continuing and fixed-term as well as full-time/part-time) and are looking for a qualified and registered therapist(s) with evidenced post-qualification supervised practice, to work flexibly within our student-facing Counselling Service at Aston University for between 3-5 days per week. All posts include work during the university holiday periods – and whilst some of these posts are fixed-term initially, there may be scope to transition to a permanent/open-ended contract for the right individual.

The Counselling Service provides short-term therapeutic counselling support to students all year round. We provide a wide variety of mental health services including time limited counselling (6 sessions); wellbeing and psycho-educational workshops and reflective practice groups. The postholder would be required to join a vibrant and experienced team in providing culturally competent brief individual interventions, risk assessment and response to students who present with emotional and psychological difficulties affecting their educational experience and performance. We are seeking to recruit individuals who will be willing to take an active role in the development of the service.

The Counselling Team is currently made up of counsellors from a range of theoretical backgrounds including, Person Centred, Existential / Humanistic, CBT and Solution Focused, Integrative modalities. The team is committed to working proactively with cultural diversity, race and equality issues. The Counselling Service is undergoing an exciting period of change as it looks to expand and further develop – including applying for BACP accreditation in due course and the eventual goal of becoming a training centre for student counsellors within a HE context. The Counselling Service sits within the Student Welfare directorate, which also includes the following teams and services: Mental Health & Wellbeing; Disability & Academic Support; Residential Experience and Support; and the Chaplaincy.

The University Counselling Services provides an opportunity to work with a wide range of concerns that students currently experience within HE, these involve; abuse, anxiety, depression, cultural/faith related sensitivities, relationship difficulties, transitions, isolation, panic attacks, sexual issues, and self-harm. Students also increasingly have to cope with a diverse range of academic, social and financial pressures.

The successful candidates will have extensive experience of providing brief counselling, within a HE institution or similar environment.

The University is particularly keen to expand expertise within the Counselling Service in the following areas:

- ▶ Humanistic Integrative Psychotherapist/Counsellor: particular focus on cultural sensitivities, spiritual/faith-based issues, rape and sexual abuse/violence, trauma, loss/bereavement, LGBTQ+ and relationship and academic related issues.
- ▶ CBT/Solution Focused/Integrative Psychotherapist/Counsellor: particular focus on anxiety, depression/low mood, stress, suicidal ideation, OCD, eating disorders, addictive behaviours, identity issues, self-esteem issues and self-harm.

Aston University has a diverse student body and clinical team, however, we would welcome and encourage applications who would identify as coming from Black or Minority Ethnic backgrounds, as well as applicants who would identify as coming from the LGBTQ+ community.

Main duties and responsibilities

- ▶ Manage a case load of students with ongoing mental health difficulties Insert bullet point.
- ▶ Undertake an initial assessment of a client's needs within the academic/ work context and make appropriate decisions about the potential course of action.
- ▶ Assess risk in the case of suicide ideation, self-harm or other factors endangering student welfare, and record and report appropriately.
- ▶ Provide brief counselling on a one-to-one basis, face to face, online or via telephone according to the needs of the service.
- ▶ Working as a 'Duty Counsellor' to assess enquiries/referrals and respond to urgent concerns.
- ▶ Plan, prepare and implement a range of psycho-educational groups and workshops.
- ▶ Work collaboratively with clients regarding clinical decisions and recommend course of action which may include referral on to other members of the team, other internal staff involved in student/ staff support and external statutory and/or voluntary agencies.
- ▶ Communicate effectively with students/ staff from diverse cultural and social backgrounds across the whole of the University.
- ▶ Offer consultation and guidance to staff seeking advice concerning students in crisis.
- ▶ Take an active role in training and developing staff in academic departments and professional services.
- ▶ Maintain appropriate electronic and written records on clients, including session notes and records of client contact.
- ▶ Produce written reports and liaise as necessary/appropriate on individual clients with academic mentors, professional services staff and University bodies where needed (for example Prevent), as well as GPs/medical services, NHS community based Mental Health services and other similar parties, within the bounds of client confidentiality.
- ▶ Participate in audit and evaluation duties to ensure service quality and accountability.
- ▶ Take a team-based approach to the organisation and development of the counselling service and the wider Student Wellbeing Service.
- ▶ Participate in team meetings, and clinical/ case-based meetings in order to maintain core service standards.
- ▶ Participate in other activities necessary for the effective support of students/ staff (e.g.: wider student and staff wellbeing initiatives).
- ▶ Offer regular appointments to students and make appropriate referrals within Student Welfare, the University or externally.
- ▶ Operate within all procedures established for the service and key University policies impacting on student and staff wellbeing, such as disability, fitness to study, bullying and harassment, grievance and disciplinary procedures as well as other areas linked to equality, diversity and inclusion, with due attention to the requirements of the EA, GDPR, FOI and H&S legislation.
- ▶ Work within the BACP Ethical Framework, UKCP and AUCC/ BACPUC guidelines for good practice.

- ▶ Recognise situations involving a high degree of risk, including suicidality and deliberate self-harm, work closely with the Head of Counselling, the Senior Counsellor and other Student Welfare staff – particularly the Mental Health & Wellbeing team – as well as appropriate emergency/ medical services, and ensure appropriate action is taken to safeguard the wellbeing of students, staff and others associated with them.
- ▶ Recognise and respond appropriately to client disclosures which raise safeguarding concerns and in consultation with Student Welfare staff recognise where existing confidentiality agreements need to be widened in order to manage risk.
- ▶ Use appropriate counselling approaches when working with different clients, including referring to other counsellors/ mental health professionals where appropriate.
- ▶ To undertake other relevant duties as directed by the Head of Counselling Service, Senior Counsellor or the Director of Student Welfare.
- ▶ To undertake CPD and individual supervision as required for professional membership.

Additional responsibilities

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

Flexibility

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

Reporting to

Head of Counselling

Person specification

	Essential	Method of assessment
Education and qualifications	Accreditation/ Registration with BACP/ UKCP/ HPC/ BABCP/ BPS/ BPC as a Counsellor/ Psychotherapist/ Counselling Psychologist or equivalent.	Application form
Experience	<p>Significant experience of providing counselling in a university or comparable institutional setting.</p> <p>Expertise in counselling / psychotherapy and familiarity with the application of theory to both clinical and team/institutional processes.</p> <p>Experience of working effectively in a short term/ brief therapy model.</p> <p>Substantial experience of delivering counselling for a wide range of presentations within public sector institutional settings.</p> <p>Significant experience of working with young adults from diverse backgrounds with complex and varied mental health needs.</p> <p>Understanding of the issues facing students and staff within HE.</p> <p>Awareness of the requirements of the Equality Act as it applies to students.</p>	Application form and interview
Aptitude and skills	<p>Ability to manage and prioritise a busy workload, keeping good quality records.</p> <p>Ability to work independently as well as part of a team, including managing own clinical case-load.</p>	Application form and interview

Essential	Method of assessment
<p>Evidence of being a productive and engaged team member by contributing to good working relationships, valuing the contribution of others, and being willing to adapt own practice in the light of feedback from colleagues.</p> <p>Experience of working with a varied caseload and presentations, working collaboratively across a diverse group of staff from different professional disciplines.</p> <p>Experience of team supervision / clinical meetings.</p> <p>Evidence of ability to bring own specialist skills and expertise to contribute to team development and service delivery across the institution.</p> <p>Ability to promote equality and diversity in working practices and to maintain positive working relationships with volunteers, staff and students.</p> <p>Ability to take an active part in the developmental role of the service, including contributing to workshops and training events for students and staff.</p> <p>Ability to plan and deliver approaches to respond to a wide range of needs across a complex diverse institution.</p> <p>Evidence of appropriate decision making in the case of clients facing serious mental health problems and those at risk.</p> <p>Ability to take responsibility and make key decisions independently in responding to significant areas of risk.</p>	

	Essential	Method of assessment
	<p>Excellent verbal and written communication skills when dealing with a range of people.</p> <p>Ability to deal with challenging situations of a sensitive nature.</p> <p>Working knowledge of local mental health service provision.</p> <p>Ability to deal appropriately with confidential information and adhere to GDPR requirements.</p> <p>IT skills, particularly in the use of Microsoft Office packages and email.</p> <p>Ability to work as part of a team and contribute to outstanding team performance.</p> <p>Accurate and timely record keeping.</p>	

	Desirable	Method of assessment
Education and qualifications	Post Graduate Certificate or above in Counselling or Psychotherapy e.g. Integrative Humanistic / CBT / Solution Focused Approach.	Application form
Experience	<p>Experience of working in a Further or Higher education setting.</p> <p>Experience of providing on-line or telephone mental health support.</p>	Application form and interview

How to apply

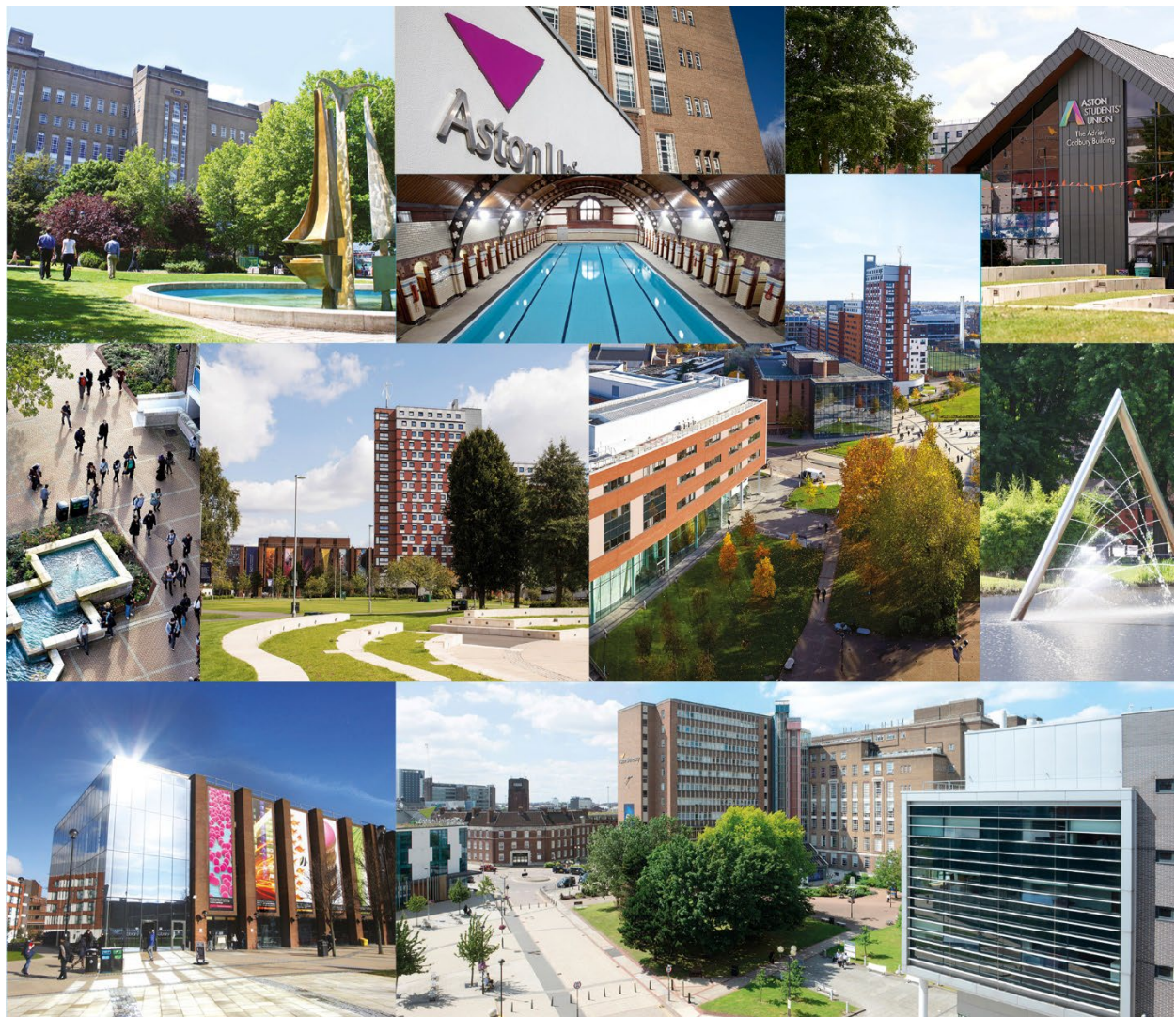
You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23.59pm GMT on the advertised closing date.

All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form then please contact the Recruitment Team via jobs@aston.ac.uk.



Contact information

Enquiries about the vacancy:

Name: Ummayah Sidhu
Job Title: Counselling Service Manager
Email: u.sidhu@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via jobs@aston.ac.uk or 0121 204 4500.

Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy

Salary scales: <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

Benefits: <https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index>

Working in Birmingham: <https://www2.aston.ac.uk/birmingham>

Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

Eligibility to work in the UK:

Post-Brexit transition period / EU Settlement Scheme

The post-Brexit transition period ended on 31 December 2020. If you are an EU/EEA citizen and you were a resident in the UK before 31 December 2020, you and your family members (including non-EU citizens need to apply to the EU Settlement Scheme to continue to live, work and study in the UK beyond 30 June 2021. The deadline for applying to the EU settlement scheme is 30 June 2021. You can apply via the Government webpage <https://www.gov.uk/settled-status-eu-citizens-families>

Irish Nationals do not need to apply for settlement as they retain the right to work in the UK.

New immigration system for EU/EEA and Swiss Nationals who were not resident in the UK before 31 December 2020

A new immigration system has been introduced for people arriving in the UK from EEA countries with effect from 1 January 2021. In addition to those who have always required a visa, EU citizens moving to the UK to work will need to get a visa in advance. You can find more information on the following website. Candidates should check their eligibility to enter or remain in the UK in advance of making any job application via the UKVI website <https://www.gov.uk/browse/visas-immigration/work-visas>. Before applying you should ensure that you meet the requirements, including meeting the English Language requirements. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful.

If you require a visa to work in the UK the most common types of visa are:

Skilled Worker Visa

<https://www.gov.uk/skilled-worker-visa>

Global Talent Visa

If you are a leader or potential leader in one of the following fields you may be eligible to apply for a Global Talent Visa:

- Academia or Research
- Arts and Culture
- Digital Technology

Please click the following link for further information and to check your eligibility for this visa.

<https://www.gov.uk/global-talent>

Equal Opportunities: Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

Data Protection: Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

Aston University

Birmingham

B4 7ET, UK.

+44 (0)121 204 3000

[aston.ac.uk](https://www.aston.ac.uk)



**Where change
gets real.**