

Student Lead Counsellor

Role Description

Grade:	Grade 5
Campus Location:	Sighthill
Line Manager:	Head of Student Counselling and Mental Wellbeing
Line Management Responsibility for:	N/A
Role Summary:	<p>Edinburgh Napier Student Counselling and Mental Wellbeing Service offer counselling and support to a student body consisting of approximately 19 500 students.</p> <p>We are recruiting to a role that offers a significant and exciting opportunity to be part of a team who continue to develop and innovate a student focused service provision.</p> <p>You will support the student journey through the delivery of individual and group counselling, and ensure that students receive timely and appropriate professional support to enable them to achieve their full academic and personal potential.</p> <p>Professionally qualified and with appropriate clinical lead experience you will have a flexible outlook and demonstrate excellent communication skills. As a member of a small team of staff, you must be able to work independently and contribute actively as a member of the team.</p> <p>You will be BACP (or equivalent) registered and working towards your accreditation with significant post qualifying experience ideally gained in higher education and/or through work with Higher Education Students.</p> <p>You will carry an individual caseload, working within a brief goal orientated model, and play a primary role in coordinating, leading and motivating a team of part time, sessional and 'bank' counsellors.</p> <p>In addition, you will work with colleagues to deliver a range of appropriate preventative and developmental interventions in support of student wellbeing. This may include contributing to the introduction and management of new methods of online, web based support and a range of health promotion activities. Ideally, you will have experience of successfully evaluating service provision.</p>

Main Duties and Responsibilities

➤	To provide professional, sensitive and student focussed one to one counselling to a wide range of students across the institution and referral to specialist services as appropriate.
➤	To play a primary role in coordinating, leading and motivating a team of part time, sessional and 'bank' counsellors.

➤	To provide effective service triage, clinical assessment and risk assessment and together with Head of Student Counselling co-ordinate the counselling service registration and waiting list.
➤	To work effectively with other members of the team to design, deliver and facilitate access to innovative psychoeducational group interventions across a multi campus setting.
➤	To clinically support part time counsellors and mentor-trainee or associate counsellors undertaking positions within the department.
➤	To understand and comply with the policies and procedures of the Student Wellbeing and Inclusion team, including policies on data sharing & confidentiality, record-keeping, responding to emergencies, and escalation of matters relating to students in crisis.
➤	Together with The Head of the Service engage and motivate part time staff and so create a coherent and positive staff culture
➤	To contribute to service evaluation and reporting to aid strategic planning and enhancement of services.
➤	In conjunction with the Head of Student Counselling to help develop communication strategies including email, web based protocols, online self-help materials and systems to reach the widest possible student audience.
➤	To understand the services offered by other university departments and community resources, and be able to refer students to the appropriate sources of additional or specialist support as required.
➤	To actively participate in workshops and events to raise awareness of the services offered (e.g. Open Days, Applicants Days, Mental Health awareness events)
➤	To practice in an ethical and responsible way and ensure professional standards are met and maintained according to British Association for Counselling and Psychotherapy to safeguard the interests of clients, counsellors and the institution.
➤	In addition to the main duties indicated here, the post holder may be required to perform other duties assigned by the Head of Student Counselling and Well-being or the Head of Student Wellbeing and Inclusion from time to time. Such duties will be reasonable and be in line with the post holder's skills, experience and grade.

Person Specification

Attributes	Essential Requirements	Desirable Requirements
<p>Education/Qualifications</p>	<p>Degree or equivalent.</p> <p>Recognised post-graduate Diploma/ Qualifications in Counselling or Counselling Psychology or equivalent.</p> <p>Registered Membership of BACP or equivalent and/or evidence of working towards accreditation</p>	<p>Accredited Membership of BACP or equivalent</p> <p>Mental Health/Wellbeing related qualification or equivalent.</p>
<p>Experience</p>	<p>Significant experience of providing one to one counselling.</p> <p>Experience of offering brief, goal orientated one to one counselling /therapy</p> <p>In-depth experience of service triage and counselling assessment</p> <p>An understanding of the range of issues facing an increasingly diverse student body</p> <p>Experience and understanding of community resources and referral pathways.</p> <p>Experience of clinical service co-ordination and/or management</p> <p>Experience of risk management</p> <p>Experience of providing counselling support for mental health issues</p> <p>Experience of working with issues of diversity and inclusion</p> <p>Experience of delivering therapeutic group work</p>	<p>Experience of working in Further/ Higher Education.</p> <p>Experience of social/community work.</p> <p>Experience of coaching.</p> <p>Child and Adult Protection Training Level 2</p> <p>Counselling supervision training</p> <p>Mindfulness training</p> <p>Experience of online support provision</p> <p>Experience of using counselling evaluation tools</p>

	Skill and experience in designing and delivering interactive workshops and seminars	
Skills/Personal Requirements	<p>Excellent customer service and interpersonal skills, including the ability to communicate clearly and concisely, orally and in written form.</p> <p>Ability to plan, organise and prioritise work effectively, to manage own workload, and to balance competing demands in order to meet agreed deadlines</p> <p>Ability to work calmly under pressure in a busy environment whilst delivering high quality work standards</p> <p>Work effectively and ethically with distressed clients and ability to demonstrate self-care and resilience in dealing with this demand.</p> <p>Evidence of delivering service innovations.</p> <p>Ability to manage own workload with minimal supervision.</p> <p>An understanding and respect for diversity, including the ability to engage with students from a wide range of cultures and with a range of support needs</p> <p>Excellent team working skills, with an ability to develop and maintain co-operative relationships, demonstrating a collaborative team spirit to continually enhance services</p> <p>Ability to maintain a high level of confidentiality.</p> <p>Excellent IT skills.</p>	

