|  |  |
| --- | --- |
| **Guaranteed Hours Student Counsellor/ CBT practitioners** | ENU_Logo_CMYK |
| **Role Description** |  |

|  |  |  |
| --- | --- | --- |
| **Grade & Salary:** | | Casual Hours at Grade 5 (£17.10 per hour plus a holiday pay supplement)  Counsellors are paid 1.25/ hours worked to include administration time |
| **Campus Location:** | | Required to work from various campuses |
| **Line Manager:** | | Head of Student Counselling & Mental Wellbeing |
| **Line Management Responsibility for:** | | N/A |
| **Organisational Structure:** | | Tick to confirm attached |
| **Role Summary:** | | Edinburgh Napier Student Counselling and Mental Wellbeing Service offer counselling and support to a student body consisting of approximately 17000 students.  The main purpose of this role is to support the student journey through the delivery of a range of psychological interventions including drop-in, assessments and counselling whilst promoting resources and self-help techniques to increase students’ overall mental wellbeing and resilience.  The aim of the service and the role within it is to enhance the student experience and support retention and student success by working as part of a team to deliver ethical psychological support to students.  This role holds a significant and exciting opportunity to be part of a team who are delivering and continue to develop an innovative and student-focused service provision. |
| **Main Duties and Responsibilities** | | |
|  | Provide professional, sensitive and student focussed one to one counselling or Cognitive Behavioural therapy to a wide range of students and referral to specialist services as appropriate. | |
|  | To practice in an ethical and responsible way and ensure professional standards are met and maintained according to appropriate professional bodies (BACP or equivalent). | |
|  | To undertake assessments and provide short term, goal orientated, individual, student counselling or CBT and undertake referrals to specialist services as appropriate. | |
|  | To contribute to the Safeguarding of students accessing services by accurate recording and communication with management in with line the service’s Ethical and Data Protection Guidelines. | |
|  | 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. | |
|  | 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 contribute to the statistical analysisof counselling to help identify trends, mental health issues and other risk groups to aid strategic planning of service provision. | |
|  | To work in line with the University’s stated values & behaviours. | |
|  | 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 Wellbeing 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** |
| Education/Qualifications | Post Graduate Qualification in Counselling / CBT or equivalent. |  |
| **Experience** | Extensive experience in assessing counselling individuals.  Experience of short term, goal orientated counselling or CBT.  Ability to work daytime and early evenings (Monday to Friday).  Experience of conducting therapeutic interventions on phone and via video link.  Experience of working with mental health issues.  Experience of working therapeutically with trauma and understanding of trauma responses.  Experience and understanding of community recourses and referral pathways.  Experience of safeguarding within an ethical counselling practice.  Registered Member of BACP/ COSCA or equivalent and working towards accreditation/ accredited with BACP/ COSCA or equivalent. | Experience of counselling in Further/ Higher Education.  Experience of working in Further/ Higher Education.  Experience of social/community work.  Experience of teaching/coaching. |
| **Skills/Personal Requirements** | Excellent interpersonal and communication skills.  Ability to work as part of an innovative team.  Ability to manage own workload with minimal supervision.  Ability to liaise with diverse individuals and groups.  Ability to maintain a high level of confidentiality.  Good IT skills.  Ability to demonstrate self-care and psychological resilience.  Ability to use supervision effectively.  Commitment to high service standards and customer focus and to upholding the University’s values and behaviours. |  |

|  |  |
| --- | --- |
|  | IiP |

|  |  |
| --- | --- |
|  |  |