



Counsellor (Maternity Cover)

Job Description

Hours: 8 per week (1 day)

Salary: £7515 £30,451 FTE

Annual leave entitlement: 25 days per annum pro rata plus statutory Bank Holiday entitlement

Nature of contract: Initial contract for 12 months to cover maternity leave (with the possibility to extend subject to funding and satisfactory delivery of objectives)

Responsible to: Senior Counsellor and Senior HR & Financial management on behalf of the Human Resources (HR) Sub Group of the Support After Rape and Sexual Violence (SARSVL) Board of Trustees.

Location: Leeds City Centre

Primary purpose of the role

To deliver a counselling service to adult women who have experienced sexual violence and abuse.

Main responsibilities

Frontline responsibilities

1. To provide counselling to women who have experienced sexual violence and abuse of any kind at any time in their life.
2. To provide a safe and empowering space for survivors through an integrating feminist, client- focused, trauma informed, holistic approach.
3. To provide counselling to a case load of 5 clients at a time (mixture of short and longer term, and face to face, online and telephone);
4. To maintain and monitor records of all service users, including electronically, with maximum confidentiality;
5. To be fully aware of the myths and facts around sexual violence and abuse and of its short- and long-term effects upon survivors;
6. Monitor services proactively to ensure that the Counselling Service meets the required specifications at all times and is shaped by the feedback of clients;
7. To attend group supervision and case management with SARSVL Senior Counsellor.
8. To attend external clinical supervision



General duties:

1. To act as a point of contact for SARSVL counselling service during ordinary office hours;
2. To complete all administrative tasks necessary to ensure the efficient running of the service;
3. To manage own workload;
4. To follow and adhere to SARSVL policies and procedures, to BACP Ethical Framework for the Counselling Professions and GDPR regulations.
5. To follow agreed procedures and protocols with other services to ensure safety and rights of survivors are kept central to any process.
6. To contribute to development of policies, protocols, guidelines and strategies relevant to this area of work as necessary;
7. To feedback to other agencies regarding any difficulties women have with accessing their services;
8. To ensure that security of sensitive information is maintained and complies with the requirements of the GDPR, SARSVL policies and procedures and BACP Ethical Framework for the Counselling Professions.
9. To be fully aware of resources available regarding interpreters, signers etc;
10. To participate in staff meetings;
11. To provide specialist advice to other workers and agencies;
12. To work with all at SARSVL to ensure that all our services, publicity and practices include and meet the needs of the diversity of women and girls in Leeds, with a particular focus on under-represented and marginalised groups, including Black, Asian, Minority Ethnic and Refugee women and disabled women;
13. To participate fully in line management, supervision and appraisal processes and to take up training and continuing professional development opportunities;
14. To take on other tasks as agreed with the SARSVL Board;
15. To adhere to and promote SARSVL's values and ethos in all areas of her work.

Expectations of a SARSVL employee

1. SARSVL employees have a broad knowledge and understanding of sexual violence against women and girls and of the wider political and economic context in which they are working.
2. SARSVL employees prioritise the good of the organisation, of the Rape Crisis movement as a whole and of women and girls who have experienced sexual violence, actively promoting SARSVL's values in all aspects of their work.
3. SARSVL employees are flexible and responsive to the changing needs of the organisation as it develops and grows.
4. SARSVL employees communicate openly and honestly. They are professional and approachable and make efforts to understand the viewpoints of others.



5. SARSVL employees actively seek out training and development opportunities to enable them to take on a range of roles and tasks.
6. SARSVL employees take responsibility for their own work and share responsibility for the work of the organisation as a whole. They are self-motivated and can self-manage, but at the same time are committed to working as an equal and valued member of a team.
7. SARSVL employees are enthusiastic about problem-solving. They understand that there will be tough times and problems but they are willing to find and be part of the solutions.