



Counsellor

Job Description

Hours: 14 per week (2 days)

Starting salary: £32,909 pro rata / £13,164 actual

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

Nature of contract: 12-month fixed term (in first instance, with possibility of future permanence dependent on funding and satisfactory performance)

Responsible to: Counselling Service Manager

Location: Leeds City Centre (home-based or hybrid working may be possible or required)

Primary purpose of the role

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

Main responsibilities

1. To deliver specialist 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 intersectional feminist, client-focused, holistic approach, rooted in an in-depth knowledge and understanding of trauma
3. To provide counselling to a caseload of around 8-9 weekly clients at a time (possibly a mixture of short-term and longer-term, and in-person, online and/or telephone depending on needs of the service)
4. To complete initial assessments
5. To maintain and monitor records of all service users with maximum confidentiality
6. To be fully aware of the myths and facts around sexual violence and abuse and of its short- and long-term impacts on survivors
7. To monitor services proactively to ensure the Counselling Service meets the required specifications at all times and is shaped by the feedback of clients
8. To attend group supervision, case management and line management with SARSVL Counselling Service Manager as required
9. To attend external clinical supervision

General duties:

10. To manage own workload and admin



11. To adhere to all organisational policies and procedures, to the BACP Ethical Framework for the Counselling Professions, and to any partnership agreements and arrangements put in place with partner organisations
12. To contribute to the development of policies, protocols, guidelines and strategies as needed, ensuring survivors' needs, rights and safety remain central
13. To attend and participate in staff meetings and other internal meetings as needed
14. To work with everyone at SARSVL to ensure all our organisation's activities include, represent and meet the needs of the diversity of women and girls in Leeds, particularly those most minoritised and marginalised by society
15. To participate fully in line management and appraisal processes, and take up training and continuing professional development (CPD) opportunities
16. To adhere to and promote SARSVL's values and ethos in all areas of work
17. To take on other tasks as agreed

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.