



JOB DESCRIPTION

Post:	COUNSELLING VOLUNTEERS
Responsible to:	STUDENT SERVICES COORDINATOR
Main Purpose of Job:	To provide one-to-one counselling to students. To provide counselling drop-in sessions, as required.
Specific Duties:	Dealing with email or telephone enquiries. To liaise with tutors, students services as appropriate. Abide by BACP Code of Ethics and Practice for Counsellors. To work within the systems and protocols developed by the counselling service. To attend counselling team meetings and to meet College staff development requirements. To be available on College staff development days To maintain a personal appointments diary using the counselling referral system, outside College hours.



General Requirements: As a member of staff the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

To participate in the scheme for appraisal and review of performance adopted by the College.

To be responsible for promoting equality and diversity in line with College procedures.

The provision of a high quality environment for student learning and associated activities.

Student Welfare and Support Services.

The development of a flexible and responsive institution.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

Callywith College is a new institution, which is likely to experience a period of rapid growth and development. All members of staff must be prepared for changes in their responsibilities and work. This may include a change in line management reporting.

The post-holder will also be required to undertake such other tasks as the Principal from time to time may determine which will include Fire Marshall and First Aid Duties.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



PERSON SPECIFICATION

COUNSELLING VOLUNTEER

Ideally, the person appointed will have the following skills and experience:

- A qualification in Counselling at Diploma Level is desirable.
- Excellent interpersonal skills and in particular the ability to establish good relationships with students
- Experience in working with young people and awareness of student issues is desirable.
- Willingness and availability to attend counselling team meetings and staff development days, as required.

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Callywith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.