Associate Counsellor

<table>
<thead>
<tr>
<th>Job Reference:</th>
<th>8035</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Student Support Services (Student Advice and Wellbeing)</td>
</tr>
<tr>
<td>Grade/ Salary:</td>
<td>Grade 5, £28,123 - £32,126</td>
</tr>
<tr>
<td>Contract Type:</td>
<td>Permanent</td>
</tr>
<tr>
<td>Hours:</td>
<td>26.25 hours per week (job share considered)</td>
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<tr>
<td>Location:</td>
<td>New Cross, London</td>
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Closing date for applications: **Friday 25th August 2017**
Interviews: **Week commencing Monday 4th September 2017**

Goldsmiths

Goldsmiths, University of London is a world-leading centre of educational excellence where ground-breaking research meets innovative teaching and thinking. We're looking for inspiring and talented people to help build on our global reputation while also growing personally in a true learning organisation.

We are happy to supply information in alternative formats for disabled applicants. Please contact hr@gold.ac.uk to make your request.
Department of Student Support Services

The Department comprises Student Advice and Wellbeing and Accommodation Services and provides advice and support throughout the student journey.

Together we enable student engagement and satisfaction, contribute to the success of our academic departments, and directly support the four pillars of Goldsmiths Strategic Plan. We give students a warm welcome, vital support and advice, the opportunity to complement their academic learning with co-curricular activities and employability opportunities.

Student Support Services works alongside, and in support of, Goldsmiths academic departments and all other professional services, to enable every student to thrive at Goldsmiths, and to make sure they can engage with the College, the wider community and their peers.

Find out more: www.gold.ac.uk/students

Job description

Reporting to: Head of Student Advice and Wellbeing

Summary:
We are seeking two Associate counsellor/psychotherapists to join the Student Advice and Wellbeing team, who have previous experience of working within a University setting. The counsellors will be responsible for working as part of a multi-professional team to support students’ physical, mental, emotional and spiritual wellbeing.

The role holders require a desire to further develop their skills in individual therapy and group work to contribute to supporting the mental health and wellbeing of students at Goldsmiths. The role requires enthusiasm, energy and drive to provide services which contribute to a high quality student experience. The role holders must also have excellent interpersonal skills with the ability to build strong positive and collaborative working relationships with colleagues within the Student Advice and
Wellbeing team and to engage students both inside and outside of a therapeutic setting.

**Main duties:**

- To provide ethical, high quality, accessible and appropriate short-term counselling to students as agreed with the Wellbeing Manager (Counsellor). Maintaining confidential records of all sessions in line with Departmental guidance and professional standards. Seeking guidance from the Wellbeing Manager (Counsellor) as required to ensure the safety of students and the quality and effectiveness of the counselling;

- To support the Wellbeing Manager (Counsellor) and other colleagues in the Student Advice and Wellbeing team in the delivery of a programme of proactive student activities to enhance student’s experience and support mental wellness and resilience. Leading on the development and/or delivery of activities as agreed;

- To provide ethical, high quality, accessible and appropriate group support space and workshops in agreement with, and under the supervision of, the Wellbeing Manager (Counsellor). Assisting with the maintenance of confidential records of all sessions in line with Departmental guidance and professional standards. Progressing to undertaking leadership of sessions and maintenance of records upon demonstration of requisite professional competencies;

- To conduct psychological assessments, when appropriate, of students and make recommendations to the Wellbeing Manager (Counsellor) and the student regarding accessing appropriate wellbeing services. Seeking guidance from the Wellbeing Manager (Counsellor) as required to ensure the safety of students and the quality and effectiveness of the assessment;

- To signpost and refer to external agencies, including writing referrals and liaising with the GP, with the students consent;

- To raise to the immediate attention of the Wellbeing Manager (Counsellor) or the Head of Advice and Wellbeing, any student assessed to be a risk to self or others;
• To assist members of the Student Advice and Wellbeing team and Accommodation team in supporting students experiencing a mental health crisis to access appropriate medical and/or psychiatric services;

• To attend regular supervision (external), weekly or fortnightly dependant on availability and need;

• To comply with Goldsmiths’ regulations, policies and procedures;

• To attend meetings within Goldsmiths and Student Support Services as required, to ensure that the Student Advice and Wellbeing Team is appropriately represented and its work reported;

• To contribute to an enhanced student experience by supporting student engagement across Student Support Services including attendance at events, and supporting the directorate’s engagement initiatives (including enrolment/Welcome Week, Open Days, and graduation ceremonies);

• To promote the activity of Student Services and the Student Experience Directorate by building effective relationships with internal stakeholders;

• At all times to comply with the Data Protection Act, and College and Service information handling procedures;

• To contribute to team work to ensure business continuity following the failure of, or damage to, vital services or facilities;

• In addition you will be required to undertake any other duties as may reasonably be required;

• To be a registered member of BACP (or equivalent) and work in accordance with the BACP Ethical Framework;

• You will be required to undertake any other duties as may reasonably be required
• Ensure that you are aware of and aligned with Goldsmiths’ Regulations, Strategy, and Objectives to work together to proactively advance Equality and Diversity

• At all times to help maintain a safe working environment by participating in training as necessary and following the Goldsmiths’ Health and Safety Codes of Practice and Policy

Person Specification

Detailed below are the types of qualifications, experience, skills and knowledge which are required of the post holder. Selection will be made upon evidence of best-fit with this criteria.

The Essential criteria sections show the minimum essential requirements for the post, therefore if you cannot demonstrate in your application you meet the essential criteria categorised below, you will not be invited to interview.

The Desirable criteria sections show additional attributes which would enable the applicant to perform the role more effectively with little or no training.

The Category column indicates the method of assessment:

A = Application form   C = Certificate
I = Interview          R = Reference
T = Test / P = Presentation

<table>
<thead>
<tr>
<th>Essential Criteria 1 - Qualifications</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recent completion of a professional qualification in counselling or psychotherapy</td>
<td>A, C</td>
</tr>
<tr>
<td>Eligible for full accreditation with a professional body such as BACP or UKCP upon completion of requisite clinical hours, or working towards accreditation</td>
<td>A, C</td>
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<tr>
<th>Essential Criteria 2 - Experience</th>
<th>Category</th>
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<tr>
<td>Experience of providing counselling/psychotherapy within a University setting</td>
<td>A, I, R</td>
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### Desirable Criteria 2 - Experience

- Some experience of delivery of group counselling and/or facilitating support groups
- Experience of delivering proactive development activities in life skills or mental or physical wellness

### Essential Criteria 3 – Knowledge

- Good understanding of the theory of providing counselling in an educational context
- Good understanding of the theory of short-term counselling approaches and techniques
- Good understanding of the professional ethics of counselling and Data Protection Legislation

### Desirable Criteria 3 - Knowledge

- A commitment to professional development and achievement of full professional registration
- Good understanding of the theory of group counselling and support groups
- The ability to maintain records of individual and group counselling sessions to the requisite professional standard

### Essential Criteria 4 - Skills

- The ability to understand and apply regulations, policies and procedures in a busy and pressured environment
- Good written and oral communication skills, with the ability to adapt communication to fit the intended audience
- Able to take direction and learn from feedback to improve performance
- Good ICT skills, with working knowledge of Microsoft Office packages
- Ability to remain calm and professional in very difficult and stressful situations
- Ability to manage own workload
- Ability to work outside of normal office hours with short notice
- Ability to act collegially, working as part of a team
- A commitment to the delivery of high service quality and student satisfaction levels
- Self-motivated
- High degree of discretion and diplomacy
- Open to, and understanding of the student perspective
A flexible approach to work  A, I
Reliable and punctual  A, I

**Desirable Criteria 4 - Skills**

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<tr>
<th>Skill</th>
<th>A, I, R</th>
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<tr>
<td>Good understanding of the theory of group counselling and support groups</td>
<td>A, I, R</td>
</tr>
<tr>
<td>The ability to maintain records of individual and group counselling sessions to the requisite professional standard</td>
<td>A, I, R</td>
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Please also note that where qualifications are required, employment is conditional on the verification of them. Qualifications (must be original documents) will be checked on the first day of appointment.

For more information about the role, please contact the counselling team - counselling@gold.ac.uk.

August 2017

**Summary of Benefits**

If you choose to work with us, you’ll become part of a learning organisation that is committed to professional and personal development, with a comprehensive and innovative staff development programme.

You’ll also have access to frequent lunchtime and evening talks, seminars and performances, and annual performance and development reviews.

Our other benefits include:

- Competitive salary
- Working in Zone 2, with fantastic transport links and interest free travel to work loans
- Excellent annual leave entitlement plus additional closure days at Christmas and Easter
- Membership of USS or LPFA pension scheme
- Access to exclusive discounts, including high street retailers
- Maternity, paternity and adoption leave and pay and tax efficient childcare voucher scheme
- Contractual sick pay provision
- Free eye tests
- Wellbeing initiatives including the Chaplaincy and Staff Choir
- On-site dining facilities and gym
- Access to University of London facilities such as Senate House Library

Further information

For more information about Goldsmiths, please visit: www.gold.ac.uk/about.

Thank you for your interest in working with us, we wish you all the best with your application.