

Counsellor

Job Reference:	8526
Department:	Student Support Services (Student Advice and Wellbeing)
Grade/ Salary:	Grade 7 (£38,455 - £42,853)
Contract Type:	Permanent
Hours:	Full Time (35 hours per week)
Location:	New Cross, London

Closing date for applications: **Wednesday 31st January 2019**

Interviews: **Week commencing Monday 11th February 2019**

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.



Passionate about advancing equality
and celebrating diversity.
Together, we are different



**Together
we are different**

Student Experience Directorate
Department of Student Support Services

The Directorate

The student experience is at the centre of everything we do here at Goldsmiths. Whether it be through our research inspired teaching, an ever innovative curriculum or vibrant extracurricular and support offering, we have an unshakeable commitment to improving the experience of our diverse population.

The Student Experience Directorate is the part of Goldsmiths Professional Services that leads on the development and provision of outstanding student facing services. The directorate is responsible for ensuring that every student at Goldsmiths has an excellent student experience.

The Directorate is made up of five areas:

1. Student Recruitment
2. Student Administration
3. Student Support Services (the department within which this role sits)
4. Library Services
5. Careers & Employability

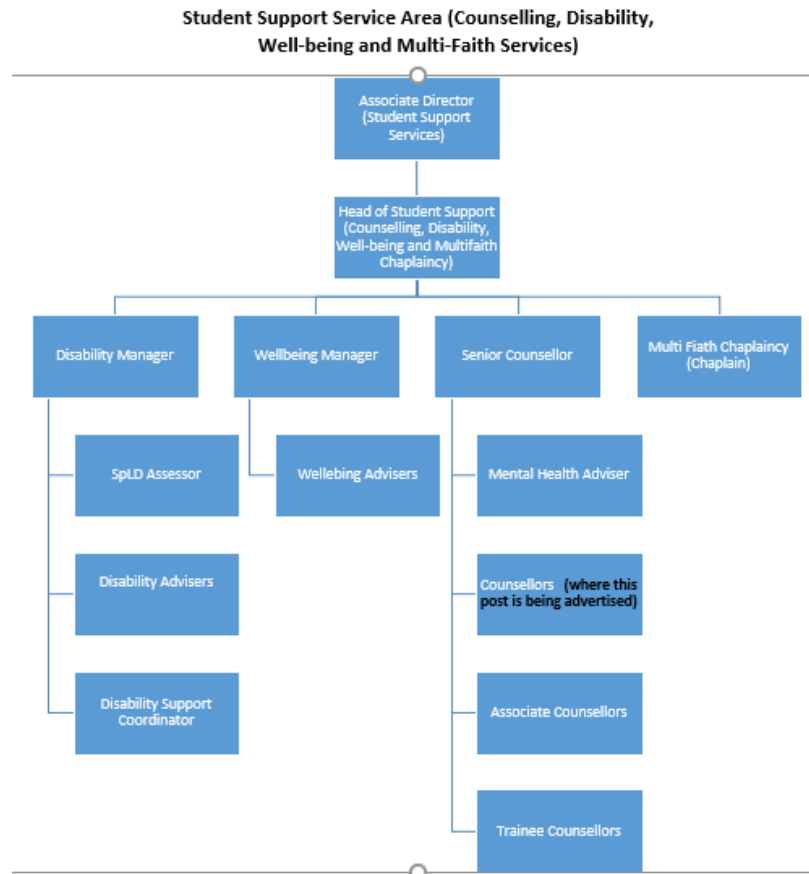
Working collaboratively the directorate aims to attract the best talent possible to Goldsmiths, to steward them through from enquiry to application and enrolment, and the subsequently into their student experience and to support them to be successful students and graduates. The team coordinates a full suite of co-curricular activities in order to develop and support our students and works in partnership with our academic departments.

The Department

The Student Support Services department is the area that is responsible for delivering the institution-wide services that provide support for Goldsmiths students during their time at the institution. Through the effective delivery of a number of core frontline services it is critical to providing an enhanced student experience and contributes to the achievement of the Vision, Mission and Strategic plan for Goldsmiths.

Student Support Services comprises the following services:

- Accommodation Services (including Residence Life and Campus Support Team)
- Student Advice and Frontline Support Services
- Wellbeing, Counselling, Disability and Multi-Faith Chaplaincy Services (which is the role advertised)



Job description

Reporting to: **Senior Counsellor**

Summary:

The role holder will work as part of a multidisciplinary team to support students' physical, mental, emotional and spiritual wellbeing. You will have significant experience of providing support for mental health through a variety of mechanisms including time limited individual counselling, group support and proactive mental wellbeing activities.

You will have considerable clinical experience, ideally in a Higher Education Institutional context. You will also be able to demonstrate a strong track record of

working safely and effectively with high risk students, and experience of networking, liaising and using referral processes, both internally and within the wider context of NHS services and other statutory and voluntary agencies.

A qualification in CBT would be desirable.

The role requires enthusiasm, energy and drive to provide services which contribute to a high quality student experience across the Student Experience Directorate. You must also have excellent interpersonal skills, with the ability to build strong positive and collaborative working relationships with colleagues within Student Support Services, and key staff across the university.

You must also be able to demonstrate an understanding of, and empathy for the needs of a unique, diverse and international student community.

Main duties:

- To offer short term contracts to clients referred to the Counselling Service as agreed with the Senior Counsellor, and to provide ethical, high quality, accessible and appropriate time limited counselling.
- To conduct psychological assessments of students and make recommendations to students regarding accessing appropriate Student Services or external services.
- To raise to the Senior Counsellor, any safeguarding concerns of any student assessed where there is an immediate or very high risk to self or others.
- To offer psycho-educational workshops and groups on topics such as anxiety, mindfulness, procrastination and other issues of relevance to a student cohort.
- To identify and establish links with local voluntary and statutory agencies, including NHS mental health services, to liaise with professionals and work to establish referral pathways to vital mental health services.
- To support students experiencing a mental health crisis to access appropriate medical and/or psychiatric services.
- To regularly attend a clinical meeting with the counselling team.
- To work in accordance with the BACP Ethical Framework.

- To attend regular external supervision, as appropriate to the role.
- To provide supervision to trainee counsellors employed with the service.
- To contribute to an enhanced student experience by supporting student engagement across SED including attendance at events, and supporting the directorate's engagement initiatives (including enrolment/Welcome Week and Open Days)
- To occasionally attend meetings within Goldsmiths and SED as directed by the Senior Counsellor to ensure that the Team is appropriately represented and its work reported.
- To understand and comply with institutional policies and procedures, including policies on data sharing & confidentiality, record-keeping, keeping up to date with GDPR legislation, responding to emergencies, and escalation of matters relating to students in crisis
- Maintaining confidential records of all sessions in line with Departmental guidance, GDPR and professional standards.
- 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

	Category
Essential Criteria 1 - Qualifications	
Professional Qualification in Counselling or Psychotherapy to PG Diploma or Masters Level	A, C, I
Accredited member of BACP / UKCP or equivalent, or working towards accreditation	A, C, I
Desirable Criteria 1 - Qualifications	
Professional qualification in clinical supervision	A, C, I
Essential Criteria 2 - Experience	
Significant experience of providing time limited counselling/therapy to students	A, I, R
Significant experience of the assessment of clients to determine appropriate support and identify any risk of harm to self or others.	A, I, R
Experience of delivery of group counselling and/or facilitating support groups	A, I, R
Experience of following regulations, policies and procedures in a busy and fast moving environment	A, I, R
Experience of working as part of a multidisciplinary team	A, I, R
Significant experience of working with clients from diverse ethnic and cultural backgrounds	A, I, R

Informed experience of working with gender and sexuality diverse clients	A, I, R
Desirable Criteria 2 - Experience	
Experience of delivering counselling within a Higher Educational setting	A, I, R
Essential Criteria 3 – Knowledge	
Good understanding of counselling in an educational context	A, I
The ability to utilise counselling techniques and approaches to achieve benefits for clients within a short period of time	A, I, R
The ability to maintain records of individual and group counselling sessions to the requisite professional standard	A, I, R
The ability to understand and apply regulations, policies and procedures in a busy and pressurised environment	A, I, R
Essential Criteria 4 - Skills	
A proven ability to deal with a varied and complex workload, including the ability to organise your own workload, prioritise, and be self motivating	A, I, R
Excellent written and oral communication skills with the ability to adapt communication to fit the intended audience	A, I, R
Excellent ICT skills, with working knowledge of Microsoft Office packages and ability to be self-serving with regard to day-to-day administration	A, I, R
Ability to remain calm and professional in very difficult and stressful situations	A, I, R
Ability to apply regulations, policies and procedures whilst working under pressure and to strict deadlines	A, I, R
Ability to act collegially, working as part of a team	A, I, R
A commitment to professionalism and the delivery of high service and client satisfaction levels, both internally and externally	A, I, R
To work at a high degree of discretion and diplomacy	A, I
To be reliable and punctual, managing time appropriately	A, R

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 – counselling-service@gold.ac.uk.

January 2019

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
- On-site cinema, Curzon Goldsmiths, with staff discounts and special screenings
- 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, dependent upon grade
- Access to exclusive discounts, including high street retailers
- Maternity, paternity, shared parental leave 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.

We can supply information in alternative formats for people with a visual impairment or dyslexia. For this please contact hr@gold.ac.uk, or visit www.gold.ac.uk/hr.

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