

Part-Time Creative Arts or Play Therapist x 2

Information for Applicants



Contents

Background Information …………………………………. Page 3

Our Visions and Values …………………………………. Page 4

Benefits Package …………………………………………. Page 5

How to Apply ……………………………………………. Page 6-7

Right to Work in the UK ………………………………... Page 8

The Role …………………………………………………. Page 9 -12

Background Information

Victim Support has focused on addressing the harm caused to victims and witnesses of crime since 1981. On a daily basis we witness the impact of crime and the Criminal Justice System can have on an individual, their family, friends, and the local community.

Our Redress, Restore, Recover strategy for 2020-24 builds on our past successes, sets out what changes we wish to see and what we as an organisation will focus on to help achieve this.

It aims to address the recovery and wellbeing needs of victims and witnesses by addressing the harm and vulnerability caused by crime. It broadens our focus on the justice journey to include the wider recovery journey and needs of victims of crime.

Please find below the links to our Strategy on the website and on YouTube showing an animation explaining the Strategy.

**Website:** <https://www.victimsupportni.com/about-us/publications/victim-support-ni-corporate-strategy-2020-24> https://www.victimsupportni.com/site/wp-content/uploads/2020/11/Strategy-document-2020-24.pdf

**YouTube:** <https://youtu.be/pDRNwBT4hsc>

**Phoenix Youth Project:**

Phoenix Youth is a well-established service that operates across the Northern Trust. Funded by the Big Lottery, the service provides therapeutic intervention for children, young people and their families for up to 1 year. Phoenix Youth works with children and young people, aged 8-21, who have experienced one or more ACE’s, namely neglect, abuse and/or sustained traumatic experiences. We receive referrals from a wide range of statutory and voluntary organisations and have seen significant demand for our service. We have a small but supportive and experienced team which meets regularly for peer supervision and support.

Our Vision & Values

A society that ensures tailored support and information is available for people affected by crime

The long-term vision of our organisation is of..



Our mission is to..

Reduce the harm caused by crime and advance the rights of victims and witnesses of crime in Northern Ireland

Our core values of Integrity, Respect & Compassion allow us to respond to the needs of victims and witnesses, providing tailored support, enabling them to recover and move on from the impact of crime. We will help victims to seek redress when their needs are not met. We will uphold and promote the rights of victims and witnesses, and will campaign for a cross governmental approach to address the harm and vulnerability caused by crime.

Benefits Package

**Annual leave:** 25 days per holiday year (April – March) pro rata

**Statutory days/public holidays:**  13 days pro rata

**Pension:** Contributory pension;

Minimum of 5% employee Salary Exchange contribution

6% Employer contribution

**Life Assurance Benefit:** 2 Times annual salary

**Health Cash Plan:** We currently provide cover under the Bupa level one health scheme (where applicable)

**Family Friendly Policies:** Victim Support NI provides a full range of family friendly polices including flexi-time

**Wellbeing and Support:** Our provider is Health Assured who provide a complete support network that offers expert advice and compassionate guidance 24/7

HOW TO APPLY

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY BEFORE COMPLETING THE APPLICATION FORM

**Applications and attached sheets CV’s :**

* Applications will only be accepted on Victim Support NI application forms. Cv’s will not be considered
* It is the responsibility of all applicants to clearly demonstrate – in their application form – exactly how they meet the essential (and desirable if applicable) criteria for the post as stated. Failure to do so may result in not being short-listed.
* Attached sheets – within the word limit – will only be considered where they are continuation sheets of a section of the Application Form where insufficient room was available to include all the necessary details.
* All information provided by an applicant on an application form must be true and accurate. Any application forms containing information that is discovered to be untrue or inaccurate will not be accepted. If an appointment has already been made, it may result in disqualification from appointment or dismissal.
* Applications submitted by email will require a handwritten signature at interview.
* Applications must be received by the designated deadline (time and date). Those applications received after the designated deadline will not be accepted.
* Completed applications should be emailed to [recruitment@victimsupportni.org.uk](mailto:recruitment@victimsupportni.org.uk) OR by post to the HR Department, Victim Support, Albany House, 73-75 Great Victoria Street, Belfast, BT2 7AF.
* **Please note that it is our policy to communicate with applicants primarily by email, so we ask that you check your email account regularly to avoid missing any emails**.

**Essential and Desirable Criteria**

* Essential and Desirable criteria are a vital part of your application. Read the Job Description and Personnel Specification carefully before completing this section and base your supporting evidence on the Essential and Desirable criteria.
* It is essential that you demonstrate by providing personal and specific details – within the word limit - how you meet the essential criteria, otherwise you may not be shortlisted.
* It is not sufficient to simply state that you possess the criteria – you must fully demonstrate in your responses, by outlining your experience and qualifications.

**It is recommended that you use the following model to describe your accomplishments:**

**Situation:**Describe a specific example that relates to the criteria

**Task:**Explain the context or background to the example. Who else was involved? What were the particular circumstances etc?

**Action:**Outline the specific actions you took to meet the challenge

**Result:**Describe the result or outcome of your actions. Consider if, with hindsight, your actions were correct; what, if, anything would you do differently now; and what have you learnt from this experience.

**For further information on the STAR method please see the link below:**

[**The STAR method (nationalcareers.service.gov.uk)**](https://nationalcareers.service.gov.uk/careers-advice/interview-advice/the-star-method)

Typed or word-processed applications are preferable. If completing in manuscript, please ensure your copy is in legible block capitals

**Selection and Interviews**

* Where a high volume of applications is received, desirable criteria may be relied upon during shortlisting.
* The interview process may include the use of selection tests in addition to a panel interview.
* Candidates shortlisted for interview will be advised of the interview process via email.
* At interview candidates will be questioned about their experience regarding the main functions of this post.
* The interview panel will assess all candidates based on performance during selection tests and at interview.
* Should you require reasonable adjustments when attending interview, please let us know to ensure we can accommodate your needs wherever possible.

**Waiting Lists**

* A waiting list **may** be retained for a period of 12 months for future permanent and temporary vacancies for similar positions.

**COVID-19 – Recruitment activity such as interviews will be held in accordance with government guidance regarding, social distancing measures. This may involve holding the interviews remotely via virtual platforms such as Go to Meetings, Zoom or Skype.**

**RIGHT TO WORK IN THE UK**

We have a legal responsibility to ensure that all our workers and employees have the legal right to live and work in the UK.

**Check of original documents as proof of right to work in the UK or online check of digital UK immigration status.**

If you are invited to an interview, you will be asked to bring with you original copies of documentation that provides evidence of your right to live and work in the UK. If you have a digital UK immigration status you will be asked to provide a share code for us to conduct an online check.

For original documents, this can be one or a combination of original documents from the [list of acceptable documents produced by the Home Office](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/378926/employers_right_to_work_checklist_november_2014.pdf).

Please note that for EU nationals from 1 July 2021 an EU Passport or ID card is no longer an acceptable document for proof of right to work and a UK immigration status will be required to be shown. This is usually a digital status without a physical document and an online check of this will be required before commencing work.

Since May 2014, it has been a requirement for visas and Indefinite Leave to Remain stamps in passports to be in a valid document in order to be acceptable evidence of right to work. Visas/stamps in expired passports cannot be accepted.

For physical documents where an online check cannot be undertaken, the original documents will be checked by a member of staff in your presence to check that documents are genuine, valid and that there are no work restrictions that prevent you from undertaking the work concerned. A copy will be taken and signed and dated as checked by the member of staff.

These documents will be retained securely by the recruiting manager until the end of the selection process. At that point, if you are successful, the copy of the document will be retained on your personal file. If you are not successful, the copy will be destroyed securely.

**If you have not provided evidence of your right to work in the UK at an interview with us, any offer of work or employment made to you will be conditional upon you presenting this before you join Victim Support NI. This document check must be carried out before you start or can be paid for any work with us.**

The Role

**JOB SPECIFICATION**

**Title:** Creative Arts or Play Therapist Part-Time x 2

**Responsible To:** Service Manager

**Location:** Phoenix Youth works across the Northern Trust so travel will be required. The post is based in Belfast (for expense purposes) with day clinics in the areas listed below.

**Post 1 – Belfast (17.5 Hours per week):**

**Location:** Albany House, 73-74 Great Victoria Street, Belfast, BT2 7AF.

**Duration:** Fixed Term Contract until 2024

**Working Pattern:** Tuesday 1 day, other 1.5 days to be agreed.

The post is based in Belfast with Day clinics in the Antrim and Newtownabbey areas.

**Post 2 – Belfast - Maternity Cover (14 Hours per week)**

**Location:** Albany House, 73-75 Great Victoria Street, Belfast, BT2 7AF.

**Duration:** Fixed Term Maternity Cover Contract

**Working Pattern:** Tuesday 1 day, other 1 day to be agreed

The post is based in Belfast with day clinics in Magherafelt and Cookstown (to be confirmed).

**Salary:** £30,000.00 FTE - per annum pro rata

**Recruitment**: Due to COVID-19 restrictions interviews may take place remotely via an online -medium such as Zoom, Go to Meetings or Skype. **Please note that interviews will take place on Tuesday 20th December 2021.**

**Expenses:** Travel expenses to other work locations will be paid in accordance with our organisational expenses policy and procedure

**External Supervision:** VSNI will cover the cost of monthly external clinical supervision fees subject to Senior managerial approval

**Access NI:** This post may be subject to an Enhanced Access NI Check against the barred list for Children

**Purpose:**

The Big Lottery supported Phoenix Youth who are seeking to recruit a Creative Arts or Play Therapist to join an established and experienced team to provide long term (up to 1 year), therapeutic interventions for children and young people aged 8-20 who have experienced or witnessed physical, sexual or emotional trauma. In addition, the project will deliver themed psycho-education programmes for parents and guardians and knowledge sharing events with other stakeholders.

**Main Responsibilities:**

1. Provide direct therapy interventions for children and young people through one or more therapeutic modality, i.e. music, art, play, drama and continuously assess, monitor and review interventions to ensure client safety and confidentiality are paramount in your practice
2. Establish excellent working relationships with all team members through induction, joint training, team meetings and project development.
3. Promote and represent Phoenix Youth throughout a variety of appropriate settings, both voluntary and community, providing information seminars to possible referral agents at all suitable opportunities.
4. Forge and maintain productive relationships with all referrers including establishing community based sites from which services can be provided.
5. Consistently strive to meet targets set by the funder to ensure the highest quality of support is delivered to clients.
6. Ensure you and the Phoenix Youth team are familiar with relevant local statutory, community and voluntary sector resources in order to assist with recommendations around signposting and referral on to other services.
7. Effectively manage a case load including individual and group sessions across a variety of sites throughout the Northern Trust area. Maintaining your BACP or other relevant creative arts therapy accreditation and clinical practice requirements, enabling current understanding of the issues most directly facing the Phoenix Youth project team practice.
8. Attend monthly team meetings in Belfast office, participating in group supervision and inputting into the continued development of the project as a whole.
9. Have a working knowledge of VSNI policy and procedures, for which team training will be provided, ensuring you keep abreast of developments, regularly using role play/team discussion to test understanding and identify areas for improvement.
10. Implement project monitoring and evaluation systems within the Phoenix Youth and contribute to analysis of outputs and outcomes ensuring ongoing informed service improvement, annual review and systems update.
11. Prepare for, attend and fully participate in monthly line management, clinical supervision, team meetings, clinical away days and staff training days, including occasional residential events.
12. Provide regular written reports on project development, including statistics, child protection and consultation issues.
13. Keep up to date counselling/creative therapy notes and client records in compliance with VSNI policy and procedures.
14. To carry out such duties as may be required from time to time in negotiation with the Service Manager and other senior staff members.

*The above detail of key accountabilities is not intended to be an exhaustive listing and the post-holder may be expected to accept additional / amended responsibilities in line with the organisation’s needs. Such additions / amendments will be in line with the capabilities of the post-holder.*

**Qualifications**:

* Recognised professional post graduate qualification to the level specified by recognised regulatory bodies in Art/Music/Drama/Play Therapy.
* Provide evidence of at least one of the following areas of specialist professional competence: drama, art, music or play therapy, with both individuals and groups, particularly with children and young people.
* Hold current HCPC registration or equivalent.

**Skills and Experience**

* Evidence of a minimum of 400 hrs supervised Creative Art/Play Therapy/Counselling practice, in a formal setting.
* Demonstrable experience in working with children and young people impacted by aggression related trauma, such as domestic and sexual abuse, using a trauma informed approach.
* At least one year’s demonstrable experience of therapeutic team working to include triage, risk assessment and evaluation.
* Demonstrable experience in working with clients who struggle to express themselves verbally due to trauma, disability or other difficulties.
* Demonstrable professional verbal and written communication skills, suitable to the specialty, to include communicating with children and young people, health professionals and parents.
* Demonstrable commitment to ongoing personal and professional development to include additional training, awareness of developments in the field and compliance with the standards within your registered body.
* Demonstrable experience of managing a complex caseload.
* Demonstrable experience of confidentiality and it’s boundaries in relation to ethical and safeguarding issues.
* Demonstrable IT skills including Microsoft Office
* Demonstrable ability to maintain a high standard of professional and personal boundaries at all times.

**DESIRABLE**

In addition to the above essential criteria, the following additional desirable criteria may be used to shortlist applicants:

* Experience of case managing long term therapeutic interventions.
* Experience of working with children and YP diagnosed with a range of learning difficulties including ASD, ADHD
* Experience of working through more than one therapeutic modality
* Experience of administering clinical outcome measurement tools e.g. SDQ, CORE.

We reserve the right to enhance the criteria as deemed appropriate in the event of a large volume of applications.

**Additional requirements**:

The post holder will be required to demonstrate the ability to meet the mobility requirements of the post. Phoenix Youth works across the Northern Trust so travel will be required. The post is based in Belfast with remote clinics in Ballymena, Antrim, and potential remote clinics in Newtownabbey and surrounding areas. Victim Support NI is aware that some persons with disabilities may not be able to hold a driving license. If this is the case, please demonstrate how you can fulfil the mobility requirements for the post for which you are applying.