

Children & Young Person Counsellor/ Psychotherapist

Information for Applicants



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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>



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 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.**

The Role

**JOB SPECIFICATION**

**Title:** Children and Young Person Counsellor/Psychotherapist

**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 the possibility of day clinics in Newtownabbey, Antrim, Ballymena and surrounding areas. Exact locations to be confirmed on appointment.

**Hours of Work:** 14 hours per week. Tuesday 1 day, other day to be agreed.

**Duration:** Fixed Term Contract until 2024

**Salary:** £27,000 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.

**Equal Opportunities**: We are an equal opportunities employer. We welcome applications from all suitably qualified persons. However, as Black and Minority ethnic groups, disabled people and people from the LGBT community are currently under-represented within the organisation, we would particularly welcome applications from the above-mentioned communities and backgrounds. All appointments will be made on merit.

**Travel 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 are seeking to recruit a C&YP Counsellor to join an experienced team to provide long term, 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 safe and confidential counselling/therapy for children and young people in a community setting, using a trauma-informed approach.
2. Effectively manage a caseload, including individual and group sessions, across a variety of sites throughout the Northern Trust.
3. Work in line with the ethical framework and clinical practice requirements of your registered body, alongside organisational policy and procedure.
4. Continually assess, monitor and review interventions to ensure best practice and the needs of the client are paramount.
5. Establish excellent working relationships with all team members through induction, joint training, team meetings and service development.
6. 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.
7. Forge and maintain productive relationships with all referrers and parents/carers, including establishing community based sites from which services can be provided.
8. Consistently strive to meet targets set by the funder to ensure the highest quality of support is delivered to clients.
9. 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.
10. Attend bi-monthly team meetings in the Belfast office, participating in group supervision and inputting into the continued development of the project.
11. Have a working knowledge of VSNI policy and procedures, for which team training will be provided, ensuring you keep abreast of developments.
12. Implement project monitoring and evaluation systems within Phoenix Youth and contribute to analysis of outputs and outcomes ensuring ongoing informed service improvement, annual review and systems update.
13. Prepare for, attend and fully participate in monthly line management, clinical supervision, team meetings, peer supervision and staff training days.
14. Keep up to date counselling/creative therapy notes and client records, recorded electronically, and in compliance with VSNI policy and procedures.
15. 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**:

* A professional qualification in Counselling or Psychotherapy to at least diploma level or equivalent, from a recognised, relevant validating organisation.
* Accredited or intending to work towards accreditation with a professional body such as BACP, IACP, or HCPC
* A recognised qualification in working with children and young people.

**Skills and Experience**

* Evidence of a minimum of 150 hours, supervised counselling practice, in a formal setting.
* Demonstrable experience of working with children/young people (age 8-20) impacted by aggression related trauma, such as domestic and sexual abuse, using a trauma informed approach. Preferably at least one year.
* Demonstrable experience of therapeutic team working to include triage, risk assessment and evaluation.
* Demonstrable skills in working with clients who struggle to express themselves verbally due to trauma, disability or other difficulties.
* Demonstrable experience of using creative tools to engage children and young people, in a formal setting.
* 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 suite.
* 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 young people who have additional needs e.g. children and young people with ASD, ADHD etc.
* 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. The Phoenix Project 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.