04 June 2025

Dear Applicant,

Thank you for showing interest in our Counsellor vacancy with the AD:EPT Service.

Please find enclosed the following:

* **Job Description;**
* **Personnel Specification;**
* **Start360 Background Information;**
* **Application Form;**
* **and**
* **Equal Opportunity Monitoring Form.**

Applicants should ensure that their application form ***clearly*** reflects examples of how they meet the criteria outlined in the relevant person specification.

Please note the closing date for receipt of completed applications is **Wednesday, 18th June 2025** at **12 noon.** Completedapplications should be emailed to human.resources@start360.org .

Applicants are responsible for ensuring that their application meets the deadline.

**Please ensure that you include a valid email address as we will be corresponding with all applicants via email following shortlisting.**

We look forward to hearing from you.

Yours sincerely,



**Melanie Murphy**

**HR Administrative Officer**

**Start360**

**JOB DESCRIPTION**

**Post: Counsellor**

**Project:** AD:EPT

**Responsible To:** Director ofServices

**Reports To:** Services Manager

**Base:** HMP Maghaberry, Lisburn

**Contract:** Currently funded to 31st March 2026 (possible extension pending funding)

**Hours**: Part-time (30 hours per week) – this post will require flexible working hours to meet the needs of the organisation and this specific service.

**Salary:** £29,375.00 per annum (pro -rata based on hours) plus an environmental allowance paid monthly (pro -rata based on hours).

**Background to the Project**

AD:EPT drug and alcohol service is a multi-component service addressing substance use including harm reduction within the three establishments of the Northern Ireland Prison Service. It aims to address the drug and alcohol issues of service users 18+ through a range of interventions including casework, group work and counselling.

**Background to the Role**

In consultation with the Director of Services, Services Manager and colleagues, the post-holder will be required to successfully deliver a range of services in partnership with the South Eastern Health and Social Care Trust (SET) to enable service users to re-enter the wider community without recourse to drug and alcohol use and offending. They will be required to successfully implement the care plan of each individual service user who is participating in the programme, ensure good running of the programme, and contribute to its development.

**Service Delivery**

* Carry out a comprehensive substance use assessment to identify and prioritise service user needs.
* Plan and agree service responses which meet identified service user needs and circumstances.
* Holding frequent 1-2-1 counselling sessions.
* Provide one-to-one, and group, interventions, for service users with substance use issues e.g. SMART recovery.
* Regularly reviewing and, where required, updating comprehensive assessment and risk assessments.
* Providing person-centred care that reflects the rights, preferences, and choices of individuals in an environment that is safe, healthy and maintains the individual's dignity and well-being.
* Providing an environment that is free from abuse or neglect, observing agreed safeguarding practices.
* Identifying and promoting appropriate opportunities for individuals to engage with their community. (e.g., Employment, Training and Education, volunteering etc)
* Liaise with, and make referrals to, other agencies and assist in the transfer of service users between agencies and services.
* Prepare service users for entry into schemes in the community using individual interventions.
* Reviewing and monitoring the individual's recovery through regular recovery plan reviews that ensure continued relevance of interventions.
* Motivate and advocate for service users to take part in educational, recreational, and healthcare activities.
* Engaging in regular 1-2-1 supervision and team meetings
* Provide input in case conferences and participate in other meetings as required by both the SET, Prison Service and Start360.
* Support mentors, volunteers or trainees placed within the team.
* Assist in the development of new initiatives and new ways of working to promote the best services for service users.
* Provide general information and advice to prisoners with BBV problems or concerns and make appropriate referrals.
* Raise awareness about substances, their use, and effects.
* Empower service users to address and change their offending behaviour.
* Develop and sustain arrangements for joint working between staff and agencies.
* Develop own knowledge and practice.
* Prepare and develop resources to support training.
* Identify and gather information required by external agencies.
* Ensure that the agreed quality objectives are met by prioritising, planning, and organising own workload with reference to caseload plans agreed with your Team Lead.
* Liaise with staff in other Start360 services and locations as necessary; and
* Carry out other responsibilities that may be required, including those in collaboration with the SET as commensurate with the post.
* Travel between multiple sites as and when required for service provision.

**Service Provision**

* Work in a custodial setting in collaboration with organisational and partnership sites and in the community; including the criminal justice system. Ensure a smooth transition for clients from custody to community.
* Deliver and facilitate SMART recovery (training will be provided).
* Undertake risk assessment and risk management planning in consultation with colleagues and partner agencies as appropriate.
* Promote involvement of, and provide support to, families and carers where appropriate. Work flexibly to support people to meet diverse needs and aspirations, using a range of tools and techniques.
* Participate in joint assessment, joint delivery and information sharing agreements with other services.

**General Responsibilities**

**Employees of Start360 will be required to promote and support our mission: *Change Starts Here;* our vision: *Every Person Stronger*; and our ACED values which are to accept and respect, challenge and change, engage and empower, and deliver.**

This includes, but is not limited to, the following criteria:

* Be responsible for individual performance management and delivery of goals and tasks set.
* Comply with all workforce management systems, including supervision and appraisal.
* Actively participate in continuous professional development.
* Ensure effective recording of service activity, service user information and performance monitoring, using required data and case management systems and processes.
* Contribute to the continuous improvement of the service and interventions delivered.
* Provide a caring service at all times and treat those they come into contact with in a courteous and respectful manner.
* Carry out duties and responsibilities in a manner which assures the safety of clients, colleagues and the public.
* Demonstrate commitment through regular attendance and efficient completion of all tasks allocated to them.
* Publicise and promote the aims and objectives of the organisation.
* Adhere to all organisational policies and procedures.
* Develop processes through which clients can inform and shape the future development of Start360.
* Evaluate the impact of all work undertaken, with emphasis placed on reflective practice.
* Contribute to the overall evaluation of the organisation.
* Comply with Start360’s No Smoking Policy.
* Carry out duties and responsibilities in line with Health & Safety Policy Statutory Regulations.
* Adhere to Start360’s Equal Opportunities Policy throughout the course of employment; and
* Ensure the ongoing confidence of the public in the organisational service provision.

**Records Management**

All Start360 employees are legally responsible for all records held, created or used as part of their business within Start360, including client, corporate and administrative records whether paper-based or electronic and including emails. All such records are public records and are accessible to the general public, with limited exceptions, under the Freedom of Information Act 2000, the Environmental Information Regulations 2004 and the Data Protection Act 1998.

Employees are required to be conversant with Start360’s records management and to seek advice if in doubt.

**Hours** Part-time (30 hours per week) – this post will require flexible working hours to meet the needs of the organisation and this specific service.

**Holidays** 25 days per year; increasing to 27 days after five years’ service, and 30 days after 10 years’ service. Employees also avail of 12 statutory days, one birthday day and one discretionary Christmas shopping day (PRO-RATA FOR PART-TIME).

**Probation** You will serve a probationary period of six months. This may be extended if considered appropriate.

**Waiting List** A waiting list may be compiled for any similar temporary or permanent vacancies that arise in the next 12 months.

Canvassing, either directly or indirectly, will be an absolute disqualification. We will review the Job Description and it may include any other duties and responsibilities, as determine in consultation with the job holder. We do not intend to be rigid and inflexible but rather to provide guidelines within which the job holder works.

**PERSONNEL SPECIFICATION**

|  |  |
| --- | --- |
| **The following ESSENTIAL criteria will be assessed at the application stage:** | **How these criteria will be evidenced:** |
| **A. Qualifications*** Hold or expect to obtain relevant third-level Counselling qualification by July 2025
 | Application Form |
| **B. Experience** * Hold 1 year minimum paid experience in a professional, or volunatry capacity, working with people with drug and alcohol use problems.
* Experience working with people who present with complex needs including mental health and substance use.
* Experience working within multi-disciplinary teams.
* Experience working within co-working partnerships with relevant statutory and voluntary services.
* Experience and knowledge of care planning.
* Experience in individual case management.
* Experience in group facilitation
 | Application Form/Interview |
|  **C:** **Skills and Abilities*** Knowledge of current drug trends and treatment options
* Effective communication skills both oral and written, including the ability to be diplomatic, polite, firm, and tactful.
* Extremely high level of accuracy and attention to detail.
* Excellent organisational skills and the ability to prioritise effectively.
* Ability to work under pressure, adapt and respond to changing demands and time deadlines.
* A high level of computer literacy using Microsoft Office including Word, Excel, Access and PowerPoint.
 | Application Form/Interview |
| **D: Special Circumstances** There may be occasional evening and weekend work which will be paid as TOIL. | Interview |
| **F:** **Additional Factors*** Willingness to work with all genders, creeds and races.
* Alignment with Start360’s mission and values.
* A positive attitude towards young people and vulnerable adults and their experiences.
* A commitment to personal development.
 | Interview |

**START360 - BACKGROUND INFORMATION**

Start360 is Northern Ireland’s leading provider of support services to young people, adult offenders, and families in the community. We provide a range of services and interventions in the areas of health, justice, and employability. We have an excellent track record working with young people and adults in partnership with the statutory, voluntary and community sectors, providing support for people through an extensive range of skill-based programmes and services.

**To read more about our work, visit** [www.start360.org](http://www.start360.org).

**Start360 staff will be required to promote and support:**

**Our Vision:** Every Person Stronger

**Our mission:** Change Starts Here; and

**Our ACED values which are to:**

• Accept and respect,

• Challenge and change,

• Engage and empower, and

• Deliver.

**Our Services**

We offer a range of innovative programmes and services which can be easily adapted to meet specific issues faced by young people, including drug/alcohol misuse, mental and emotional health, barriers to employment or achievement, and lack of confidence and self-esteem. Sessions are always delivered in a way that is enjoyable and interactive, whilst being grounded in a sound learning framework.

**Our key programmes and services include:**

**Advocacy** representing and discussing people’s views;

**Counselling** offered to people with more complex emotional or mental health support needs;

**Diversionary Activities/Residential Experiences** providing people with opportunities to participate and improve their personal, social and life skills;

**Groupwork** educating young people and/or adults, helping them to understand and engage with each other;

**Mentoring & Group Mentoring Tailored** experienced employees assists people to make positive lifestyle and employment choices.

**Our Expertise**

Since our establishment in 1993, our experience has enabled us to develop skills in various ways:

* A proven track record in designing, developing, and delivering an exceptional range of practical support;
* Experienced, qualified, and skilled staff practitioners in all areas for young people and adults;
* A carefully developed, unique methodology based on the proven benefits of peer education;
* A focus on support, care, and self-development;
* A keen understanding the varied and often complex needs of young people, adult offenders, and families in the community.

**Our Senior Team**

The Senior Management Team at Start360 is:

Danny McQuillan Chief Executive

Thomas Bennett Director of Services

Stephen Barr Director of Services

Kathleen Grego Director of Services

Melissa Frame Director of Services

**Our Partners**

Over the years we have worked closely with a variety of organisations from the public, private and voluntary and community sectors. These have included Health and Social Care Trusts, the Department for Employment and Learning, the Northern Ireland Prison Service, the Youth Conference Service, the Probation Board of Northern Ireland, numerous regional training organisations, further education colleges, schools, community groups and youth clubs.

Please contact Start360 for further information on our services.

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| **APPLICATION FOR EMPLOYMENT** |

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| **Post** | **Counsellor, AD:EPT Service** | **Applicant Ref** | **CLR 06/25/** |
| **Closing Date/Time** | **Wednesday 18 June 2025 at 12pm** | **Vacancy Ref** | **CLR 06/25** |

Please complete this application form using black ink or type. All sections of the form must be completed and legible. Non-completion of any section of the form may result in rejection of your application. A continuation sheet can be used unless otherwise stated. CVs are not accepted and will not be considered unless otherwise stated. If requested, application forms can be provided on disc or in large print. Applications received after the closing date and time will not be considered. Canvassing will disqualify.

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| **Personal Details** |
| Title (Mr, Mrs, Ms, Miss etc) |  |
| Forenames |  |
| Preferred name |  |
| Surname |  |
| Preferred contact number |  |
| Email address |  |
| Home address |  |
| Home address (continued) |  |
| Town |  |
| County |  |
| Postcode |  |
| National Insurance number |  |

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| **Referees** |

Please name two referees (not relatives), at least one of whom should have knowledge of your present work and be in a supervisory/managerial capacity. (One reference must be from your previous employer).

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| **Referee 1** |  | **Referee 2** |  |
| Name |  | Name |  |
| Job Title |  | Job Title |  |
| Organisation |  | Organisation |  |
| Address |  | Address |  |
| Postcode |  | Postcode |  |
| Contact Tel No |  | Contact Tel No |  |
| Email |  | Email |  |
| Can we contact this referee without prior arrangement with you? | Yes No  | Can we contact this referee without prior arrangement with you? | Yes No  |

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| **Education (e.g. GCSE / O-Level / A-Level / NVQ / Secretarial etc)** |

Please give details of any qualifications you have obtained below. If putting forward an equivalent qualification, please provide details of the type of qualification and date awarded. If you believe your qualification is equivalent to what is required for the vacancy, the onus is on you to provide the panel with the relevant details in order to determine this.

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| **Year** | **Qualification** | **Subject** | **Mark or Grade** |
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| **Further Education (e.g. HND / Degree / Masters)** |
| **Degree/Diploma/Certificate** | **Result and Date Obtained** | **Exams to be taken** |
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| **Professional Body Membership (e.g. Nursing, Social Care, Management, Finance, Teaching)** |
| **Professional Body** | **Level** | **Registration No** | **Expiry Date** |
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| **Employment Record** |

Bearing in mind the post you are applying for, please give details of all posts you have held since leaving full-time education, **starting with the most recent**. Use additional paper if necessary.

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| **Employer 1** (present or most recent post) |
| Organisation Name |  |
| Address |  | Annual earnings & benefits |  |
| Type of business |  | Reason for leaving |  |
| Position held |  | Notice period  |  |
| Main Duties: |
| Dates of Employment | From:  | To:  |
| **Employer 2** |
| Organisation Name |  |
| Address |  | Type of business |  |
| Position held |  |
| Reason for leaving |  |
| Main Duties: |
| Dates of Employment | From:  | To:  |
| **Employer 3** |
| Organisation Name |  |
| Address |  | Type of business |  |
| Position held |  |
| Reason for leaving |  |
| Main Duties: |
| Dates of Employment | From:  | To:  |
| **Employer 4** |
| Organisation Name |  |
| Address |  | Type of business |  |
| Position held |  |
| Reason for leaving |  |
| Main Duties: |
| Dates of Employment | From:  | To:  |

 **Please continue employment history on a separate numbered sheet if necessary.**

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| **Essential Criteria** |

As part of the application process you are required to provide specific examples of how you meet the **essential** criteria. The information you provide will be used for shortlisting so please answer the question **as fully as possible**. Try to be **specific** and answer all parts of the question. Failure to provide sufficient information/detail may mean that your application will not be shortlisted. Desired criteria will be taken into account upon shortlisting, in the event of a high level of interest.

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| **Criteria 1: H**old a relevant third-level Counselling qualification or expect to obtain relevant third-level Counselling qualification by July 2025 (essential criteria).  |
| **YES**  **NO**  |
| If ‘yes’, please provide details below: |
| **Criteria 2**:. Hold 1 year minimum paid experience in a professional, or voluntary capacity, working with people with drug and alcohol use problems.(essential critera) |
| **YES**  **NO**  |
| If ‘yes’, please provide details below: |
| **Criteria 3:** Experience working with people who present with complex needs including mental health and substance use? (essential criteria) |
| **YES**  **NO**  |
| If ‘yes’, please provide details below:  |
| **Criteria 4:** Experience working within multi-disciplinary teams. *(essential criteria)* |
| **YES**  **NO**  |
| If ‘yes’, please provide details below: |
| **Criteria 5:** Experience working within co-working partnerships with relevant statutory and voluntary services.(*essential criteria*) |
| **YES**  **NO**  |
| If ‘yes’, please provide details below: |
| **Criteria 6:** Experience in individual case management including assessments and care planning. (essential criteria) |
| **YES**  **NO**  |
| If ‘yes’, please provide details below: |
| **Criteria 7:** Are you IT competent, including the ability to record on various electronic or web-based databases such as Microsoft Word, PowerPoint, Outlook, and Excel? (*essential criteria)* |
| **YES**  **NO**  |
| If ‘yes’, please provide details below: |
| **Additional Information** |
| Please include any other information which you feel would be relevant to your application  |

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| **Disability** |

Please specify if you have a disability which requires any adjustments to be made in order to participate in the interview process, and/or to perform the duties of the post applied for, providing details of any adjustment/s required.

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The Disability Discrimination Act 1995 defines a person as having a disability if he or she has or has had a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.

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| **Restrictions on Employment** |

Are there any restrictions to you working in the UK? Yes  No 

If yes, please provide details and include expiry date of any visas or work permits.

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Is there any reason why you cannot work in a regulated activity? Yes  No 

If yes, please provide details .

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**General Information**

Where did you **first** hear about this vacancy?

Community NI website 

NI Job Centre 

|  |  |
| --- | --- |
| Other (please give detail)   |  |

Start360 social media 

Start360 employee 

Start360 website 

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| **Declaration** |

I hereby declare that:

1. The statements contained in this application are, to the best of my knowledge true and correct. I agree that any misrepresentation made by me will lead to the withdrawal of any offer of employment or my employment being terminated without any obligation or liability to the organisation other than for any services rendered.
* I understand that to take up this job I must have satisfactory references and will be subject to {an Access NI check}. **Any role positioned in any of the prison sites will require a Counter Terrorism Check (CTC).**
* I understand having a criminal record will not necessarily be a bar to obtaining a position.
* I understand that I may be asked to show some formal identification and evidence of qualifications if required.
* I confirm that as far as I know there are no medical reasons which would stop me from carrying out the duties of this job.
* I agree to you making any necessary enquires during the recruitment and selection process.
* I understand that canvassing will disqualify me from the selection process for this job.

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| **Signature:** |  | **Date:** |  |

Please note Start360’s policy on the recruitment of ex-offenders, including the policy on Secure Handling, Use, Storage and Retention of Disclosure information, is included in the Organisation’s Recruitment and Selection Policy. This is available for applicants by making a request to HR.

Please note that Start360 adheres to a Code of Practice when completing the Access NI process. This is available for applicants by making a request to HR. A copy of the Charity’s Handling of Disclosure Information Policy can also be requested via human.resources@start360.org .

Please return by **12pm, Wednesday 18th June 2025** to human.resources@start360.org

Late or incomplete applications will not be accepted.

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| **EQUAL OPPORTUNITY MONITORING FORM** |
| **Post** | **Counsellor, AD:EPT Service** | **Applicant Ref** | **CLR 06/25/** |
| **Closing Date/Time** | **Wednesday 18th June 2025, 12pm** | **Vacancy Ref** | **CLR 06/25** |

**STRICTLY CONFIDENTIAL**

Start360 is an Equal Opportunities Employer. We aim to provide equality of opportunity to all persons regardless of their religious belief; political opinion; sex; race; age; sexual orientation; whether they are married or are in a civil partnership; whether they are disabled; or whether they have undergone, are undergoing or intend to undergo gender reassignment. We do not discriminate against our job applicants or employees on any of the grounds listed above. We aim to select the best person for the job and all recruitment decisions will be made objectively.

In this questionnaire we will ask you to provide us with some personal information about yourself. We are doing this for two reasons; firstly, to demonstrate our commitment to promoting equality of opportunity in employment. The information that you provide us will assist us to measure the effectiveness of our equal opportunity policies and to develop affirmative or positive action policies. Secondly, we monitor the community background and sex of our job applicants and employees in order to comply with our duties under the *Fair Employment & Treatment (NI) Order 1998.*

**You are not obliged to answer the questions on this form and you will not suffer any penalty if you choose not to do so.**

Nevertheless, we encourage you to answer the questions below. Your identity will be kept anonymous and your answers will be treated with the strictest confidence. We assure you that your answers will not be used by us to make any unlawful decisions affecting you, whether in a recruitment exercise or during the course of any employment with us. To protect your privacy, you should not write your name on this questionnaire. The form will carry a unique identification number and only our Monitoring Officer will be able to match this to your name.

You are permitted to detach this form and return it separately from the Application Form via post. If you have not done so, our Monitoring Officer will detach it on your behalf upon receipt of your application prior to shortlisting.

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| **1: PERSONAL DETAILS** **DATE OF BIRTH:**  **GENDER:** ☐ Male ☐ Female |
| **2: RELIGIOUS AFFILIATION/COMMUNITY BACKGROUND**Please indicate your perceived religious affiliation/community background by ticking one of the boxes below:£ Protestant £ Roman Catholic £ Neither |
| **NOTE: If you answer the above questions about Community Background and Sex, you are obliged to do so truthfully, as it is a criminal offence under the Fair Employment (Monitoring) Regulations (NI) 1999 to knowingly give false answers to these questions.** |
| **3: MARITAL STATUS**☐ Single, that is, never married ☐ Married or in a civil partnership and living with spouse/partner ☐ Divorced ☐ Widowed ☐ Living with someone as a couple |
| **4: RESPONSIBILITY FOR DEPENDANTS**Do you have personal responsibility for the care of: -☐ A child/children (under 18 years) ☐ A person with a disability ☐ A dependent elderly person ☐ None of the above |
| **5: DISABILITY***The Disability Discrimination Act 1995 defines a person as having a disability if he or she has, or has had a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.*(i) Do you have a Disability? YES ☐ NO ☐ (ii) If yes, please indicate the type of impairment which applies to you by ticking the appropriate box(es). You may indicate more than one impairment. If none of the categories apply, please mark other and specify the type of impairment.☐ Physical impairment, such as difficulty using your arms or mobility issues which require you to use a wheelchair or crutches.☐ Sensory impairment, such as blindness/having a serious visual impairment, or deafness/having a serious hearing impairment.☐ Mental health condition, such as depression or schizophrenia.☐ Learning disability/difficulty (such as Down’s Syndrome or dyslexia), or cognitive impairment (such as Autistic spectrum disorder).☐ Long-standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease or epilepsy.☐ Other (please specify): (iii) If you have a disability, are there any practical steps which Start360 might consider taking which would assist you in carrying out the duties of this post? (Continue on a separate sheet if necessary) |
| **6: ETHNIC GROUP***Race discrimination law outlaws discrimination (including harassment) in recruitment and employment on grounds of colour, race, nationality and ethnic or national origins.*Please indicate the ethnic group you consider you belong to:☐ White ☐ Black African ☐ Mixed Ethnic Group ☐ Chinese ☐ Bangladeshi ☐ Indian ☐ Pakistani ☐ Irish Traveller ☐ Black Caribbean ☐ Mixed Ethnic Group / Other Ethnic Group- please detail:

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| **7: NATIONALITY**Please indicate your nationality:

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| **8: RELIGIOUS DENOMINATION/CURRENT STATED RELIGION**Please indicate which religious denomination you belong to by ticking one of the boxes below:☐ Protestant ☐ Roman Catholic ☐ Other Christian☐ Buddhist ☐ Hindu ☐ Jewish☐ Muslim ☐ Sikh ☐ Another Religion☐ None |
| **9: SEXUAL ORIENTATION**My sexual orientation is towards someone: ☐ A different sex ☐ Of the same sex ☐ Both ☐ Prefer not to say |
| **10: TRANSGENDER**Do you consider yourself to be transgender?☐ YES ☐ NO  |

Data Protection
By completing and returning this monitoring form, you consent to Start360 using and keeping information about you provided by you or by third parties, relating to your application or future employment. Such information may include details relating to your community background, ethnic origin or any disability.