

# Guaranteed Hours Student Counsellor



## ROLE DESCRIPTION

### GRADE

Guaranteed Hours at Grade 5 - £18.20 per hour plus holiday pay supplement (1 hour and 15 minutes pay per student facing hour)

### LOCATION

Required to work from various campuses and home as part of a hybrid counselling model

### LINE MANAGER

Student Wellbeing Service Manager

### ROLE SUMMARY

Edinburgh Napier Student Counselling and Mental Wellbeing Service offers a variety of therapeutic approaches and support to a student body consisting of approximately 19500 students.

The main purpose of this role is to support the student journey through the delivery of a range of psychological interventions, assessments and counselling whilst promoting resources and self-help techniques to increase students' overall mental wellbeing and resilience.

The aim of the service and the role within it is to enhance the student experience and support retention and student success by working as part of a team to deliver psychological support to students.

As part of a hybrid counselling model, you will be able to deliver safe & ethical online counselling from campus and home.

This role holds a significant and exciting opportunity to be part of a team who are delivering and continue to develop an innovative and student-focused service provision.

### LINE MANAGEMENT RESPONSIBILITY FOR:

This role does not have any line management responsibilities currently.

## MAIN DUTIES AND RESPONSIBILITIES

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- Provide professional, sensitive and student focussed one to one counselling to a wide range of students and referral to specialist services as appropriate.
- As part of the hybrid working, to ethically practice from home and be committed to seeing students for face-to-face counselling on campus.
- Offer afternoon and early evening student counselling on Mondays, Tuesdays and/or Thursdays.
- Work as part of a team of practitioners supporting students via Silver Cloud, an evidenced based CBT online program.
- To practice in an ethical and responsible way and ensure professional standards are met and maintained according to appropriate professional bodies (BACP or equivalent).
- To undertake service assessments and referrals to specialist services as appropriate.
- Work as part of a team of practitioners supporting students via Silver Cloud, an evidenced-based CBT online program.
- To contribute to safeguarding students accessing services by accurately recording and communicating with management in line with the service's Ethical and Data Protection Guidelines.
- Understand and comply with the policies and procedures of the Student Wellbeing and Inclusion team, including policies on data sharing & confidentiality, record-keeping, responding to emergencies, and escalation of matters relating to students in crisis.
- Understand the services offered by other university departments and community resources and be able to refer students to the appropriate sources of additional or specialist support as required.
- To contribute to the statistical analysis of counselling to help identify trends, mental health issues and other risk groups to aid strategic planning of service provision.
- In addition to the main duties indicated here, the post holder may be required to perform other duties assigned by the Head of Student Counselling and Wellbeing from time to time. Such duties will be reasonable and be in line with the post holder's skills, experience and grade.
- Role model the University's values & behaviours;
- Be responsible for ensuring that the information and records processed (received, created, used, stored, destroyed) on behalf of the University are managed in compliance with ALL applicable legislation, codes and policies e.g. [Data Protection](#), [Information Security](#) and [Records Management](#).

## PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
<b>EDUCATION / QUALIFICATIONS</b>		
• Post Graduate Qualification in Counselling / Psychotherapy or equivalent.	✓	
• Registered Member of BACP/ COSCA or equivalent and working towards accreditation.	✓	
• Accredited with BACP/ COSCA or equivalent.		✓
• This post is subject to registration with the PVG scheme for regulated work with children and/or protected adults as appropriate. Employment in this post is conditional on the successful post holder being able to obtain/hold PVG scheme membership. The successful candidate will not be permitted to commence employment until this has been confirmed.	✓	
• Qualification in online therapy.		✓
<b>SKILLS / EXPERIENCE</b>		
• Extensive experience in assessing and offering one to one counselling in person and online.	✓	
• Experience of short-term goal-orientated counselling.	✓	
• Experience of working with mental health issues.	✓	
• Experience in trauma-informed practice/ understanding trauma responses.	✓	
• Experience and understanding of community recourses and referral pathways.	✓	
• Experience of safeguarding within an ethical counselling practice.	✓	
• Experience of counselling and working in Further/ Higher Education.		✓
• Experience of social/community work.		✓
• Experience of teaching/coaching.		✓
• Excellent interpersonal and communication skills.	✓	
• Ability to work as part of an innovative team.	✓	



	ESSENTIAL	DESIRABLE
• Ability to manage own workload with minimal supervision.	✓	
• Ability to liaise with diverse individuals and groups.	✓	
• Ability to maintain a high level of confidentiality.	✓	
• Good IT skills.	✓	
• Ability to demonstrate self-care and psychological resilience.	✓	
• Ability to use supervision effectively.	✓	
• Commitment to high service standards and customer focus and to upholding the University's values and behaviours.	✓	