

2024 Recruitment

Thanks for showing an interest in counselling at The Counselling & Family Centre. We are recruiting counsellors to two different roles:

- 1) **Volunteer student counsellors** on placement
- 2) **Volunteer qualified counsellors**, particularly with experience in one or more specialisms: family counselling, couples counselling and counselling children & young people (CYP)

Application procedure

Everything you need to know about applying should be contained within the relevant application pack on the CFC web site and we regret we are unable to enter into any communication about individual applications which do not lead to an interview.

Please read all the documents carefully and decide if you can commit to us in the way we intend to commit to you. If you opt to apply, please email the completed application form and equality monitoring form to:

recruitment@thecfc.org.uk

or post to:

The Counselling & Family Centre, 40 Mayors Road, Altrincham, WA15 9RP.

We will respond to your emailed application form with an automated confirmation message (check your spam/junk folders). We can't acknowledge receipt of posted applications and suggest you choose a suitable postage tracking service should you require this.

Closing date

Closing date for applications: midnight Sunday 25 February 2024

If you do not hear from us by Friday 15 March 2024, please consider that on this occasion your application has been unsuccessful.

Interviews

Interviews for both roles will be held on **Tuesday 19 March & Wednesday 20 March**

- Interviews will last for approximately 50 minutes, and you will be interviewed by senior members of the clinical team.
- If invited to interview, you are required to email scanned copies of your counselling qualifications or further relevant courses you have undertaken and your passport if you have one to recruitment@thecfc.org.uk
- If you have an enhanced DBS and use the DBS update service, please also email your DBS certificate number, full name on the certificate and your date of birth to recruitment@thecfc.org.uk

After Interview you will hear from us within 7 working days. Subject to satisfactory references, we will allocate you an in-house supervisor, and arrange your pre-start supervision and a start date for counselling.

Mandatory training

Please note that attendance at the following is mandatory for successful candidates and will be conducted face to face in Altrincham:

Induction Session & CORE training: Wednesday 17 April 9.30am – 5.00pm

Contracting & Ending training: Wednesday 24 April 10.00am – 4.00pm

Cultural Awareness: Saturday 27 April 10.00am – 4.00pm

Safeguarding Workshop: Wednesday 1 May (Altrincham site) **or** Friday 10 May (Bury site)
10am – 1pm

Case group and individual supervision

You will need to commit to one of the following case supervision groups (CSG):

- Monday 6.30 - 8.00 pm (Bury)
- Tuesday 6.00 - 7.30 pm
- Wednesday 6.30 – 8.00 pm
- Thursday 10.00 - 11.30am
- Friday 2.30 – 4.00pm

Each CSG meets 8 times a year. It is mandatory to attend 6 meetings of the 8.

Individual supervision dates and times are by arrangement with your CFC internal supervisor.

Placement cost

Cost of placement for both student and qualified counsellors: £50 per month (or £55 if your training institute requires 2x1hour supervisions per month).

This includes your induction and mandatory training, up to 60% subsidised additional training, individual supervision and CSG, emergency supervision, DBS check, organisational membership of BACP and full insurance.

Payment is by bank standing order only in the first week of the month:

Account name: The Counselling and Family Centre, Altrincham
Account number: 65381214
Sort code number: 08-92-99

If you require your CFC supervisor to prepare a report for your college, the cost is £35 per report.

What we offer to you

We welcome qualified counsellors and counselling students of all theoretical backgrounds on recognised Counselling Diploma courses.

You will have the opportunity to offer counselling sessions at times when there is client demand which matches your availability.

We provide mandatory individual monthly in-house supervision and regular CSG. Whilst we make every attempt to provide counselling students with a supervisor sharing the same theoretical background, this cannot be guaranteed, and counsellors may be allocated a supervisor from a different theoretical orientation. Only casework with CFC clients can be brought to your supervision here.

In addition to general counselling for adult individuals, we provide couples counselling, counselling for children and young people and family counselling. We welcome counsellors with further training or with an interest in developing their practice in these areas.

Students work only with adult individuals from the age of 18 years upwards.

In addition to our suite of mandatory induction courses, which includes an Introduction to CORE, our chosen monitoring and evaluation tool, we have a further full training programme which offers subsidised places on workshops such as *Working with Loss and Bereavement* and *Self Harm*. For qualified counsellors there is mandatory training in assessment skills.

What we expect from you

As with all voluntary organisations, CFC relies on the full commitment of its paid and voluntary team members to provide a professional service.

If you are offered and accept a role, you will need to attend all elements of our mandatory induction training and a pre-start supervision before commencing counselling.

We are looking for a minimum 12 months' commitment to the organisation offering at least 120 client sessions.

Placement applicants must be able to start counselling from the beginning of May 2024. Students will need to provide proof of fitness to practice before being considered for interview. This constitutes written confirmation from your course tutor (e.g. a letter or email). In your first month with us you will be expected to work with a minimum of 2 or 3 clients, thereafter you will be expected to work with a minimum of 3 ongoing clients.

Attendance at in-house supervision must be maintained at the levels set for both individual and case group supervision:

Individual Supervision - Student counsellors will attend CFC monthly supervision as set out by their college (either 1 x 1.5 hours or 2 x 1 hours). Qualified counsellors will attend a minimum of 10 from 12 x 1.5 hour supervisions annually.

Case Group Supervision - All counsellors will attend a minimum of 6 groups per annum.

All staff and volunteers are required to sign an undertaking of confidentiality and to abide by CFC policies and procedures, and the *Ethical Framework for the Counselling Professions* as adopted by The British Association for Counselling and Psychotherapy (BACP) 2018.

Successful candidates are subject to an enhanced DBS check.

In the interest of clients, CFC reserves the right at any time not to accept or to dismiss any counsellor deemed unsuitable.

PLEASE RETURN YOUR COMPLETED APPLICATION FORM BY MIDNIGHT ON SUNDAY 25 FEBRUARY 2024.

STUDENT PLACEMENT COUNSELLORS MUST BE ABLE TO BEGIN WORKING WITH CLIENTS FROM THE BEGINNING OF MAY AND MUST PROVIDE WRITTEN CONFIRMATION OF THIS FROM THEIR COURSE TUTOR BY THE ABOVE DATE.