

**Person Specification: Counsellor**

Criteria	Description	Essential	Desirable
<b>Professional Registration and Qualifications</b>	Is Counselling Diploma qualified or equivalent, OR Diploma student ready to start client facing work by the given start date. Has provided written confirmation of this from their course tutor.	E	
<b>Skills, knowledge and experience</b>	<p>Has good interpersonal skills and is an effective communicator.</p> <p>Has a good standard of written and spoken English.</p> <p>Multi-lingual</p> <p>Is committed to on-going personal development.</p> <p>Has the capacity to reflect on practice and use this to improve their practice.</p> <p>Has the emotional resilience to manage the challenges of the client work.</p> <p>Is committed to working to the highest professional standards as outlined in the British Association for Counselling and Psychotherapy's (BACP) <i>Ethical Framework for the Counselling Professions</i>.</p> <p>Has the ability to maintain accurate and appropriate records.</p> <p>Has an understanding of BACP and CFC's confidentiality guidelines.</p> <p>Has the ability to work within appropriate counselling boundaries.</p> <p>Has the ability to work as part of a team and to form effective working relationships.</p> <p>Has had recognised training in remote working (telephone and internet video counselling)</p> <p>Has an understanding of how the voluntary sector works</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>D</p> <p>D</p> <p>D</p>

	<p>Has experience of developing or delivering training.</p> <p>(Qualified only) Has a working knowledge of counselling methodologies other than Person-Centred, particularly Couples Counselling, Working with Children and Young People, Working with Families, Cognitive Behavioural Therapy or Family Systems.</p>		<p><b>D</b></p> <p><b>D</b></p>
<b>Organisational commitment</b>	<p>Is willing to maintain required levels of attendance at the CFC for one to one and group supervision.</p> <p>Is willing to attend all mandatory elements of The Counselling &amp; Family Centre (CFC) training.</p> <p>Will ensure CPD training is maintained.</p> <p>Is willing to undergo a DBS check.</p> <p>Maintains a commitment to volunteer for a minimum of three hours per week up to 46 weeks per annum, plus supervision as required by CFC.</p> <p>Is committed to follow the policies and procedures in operation at CFC.</p> <p>Is willing to contribute to the development of the service at CFC.</p>	<p><b>E</b></p> <p><b>E</b></p> <p><b>E</b></p> <p><b>E</b></p> <p><b>E</b></p> <p><b>E</b></p>	<p><b>D</b></p>