

Person Specification: Volunteer counsellor

Criteria	Description	Essential	Desirable
Professional Registration and Qualifications	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	
Skills, knowledge and experience	<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>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>D</p> <p>D</p>
Organisational commitment	<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 & 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>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>D</p>