

## Job Description

**Job Title:** Children & Young People (CYP) Counsellor

**Role 1: CYP Counsellor:** 21 hours per week at CFC centre and other venues in Greater Manchester. Full time salary £26,645.00 Pro-Rata £15,986.00

**Role 2: x2 CYP Counsellor:** up to 28 per week during term time only. Schools/Colleges in Greater Manchester. Pro rata to full time salary £26,645.00

**Closing date:** Midnight Sunday 30th January 2022

## Job Purpose

- To identify and meet the needs of clients.
- To contribute to the development of the Centre's counselling service and/or School/College service.

## Main Duties

- To work at the Counselling & Family Centre (CFC) or other locations as may be dictated by the needs of the post.
- To work evenings and/or weekends as may be dictated by the needs of the post.
- To liaise with partner organisations in ensuring that our service meets the needs of the service users we are jointly supporting
- To attend individual and group supervision in line with CFC policy.
- To work within the team to develop skills and learning in staff and volunteers.

- To maintain and enhance good practice by attending such training as is thought necessary for the post.
- To keep up to date and accurate records, monitor and evaluate all practice, and produce evaluation reports and case studies for CFC and other external bodies as required.
- To work with management to evaluate the service and contribute to its development.
- To undertake additional duties arising from ongoing developments in the job role.
- To work in accordance with CFC policies and procedures.

