Person Specification

Job Title	Schools Counselling Coordinator
Grade	PO3
Service/Section	Outreach Counselling Services – Inclusion, Learning and Achievement
Directorate	Children's Service

Shortlisting Criteria: Essential criteria assessed via application form should be used to shortlist.

Criteria	Essential/ Desirable
Qualification	
• Post-graduate Diploma or Masters level in Counseling and Psychotherapy and Diploma in supervision	E
• To either hold or willing to train to achieve DSL and Safe recruitment status	D
• Minimum 5 years post qualification	E
Skills and Abilities	
• Excellent management and communication skills, including interpersonal, organisational, written and verbal.	E
• Excellent coordination, managerial and supervisory skills and the ability to lead and inspire others.	E
• Ability to use all Microsoft packages to an excellent standard.	E
• Ability to work within confidential settings and with crisis clients who present with complex issues.	D
• Ability to understand the necessity of working as a team and supporting colleagues and/or other individuals that require supervision.	E
• Is able to work with a high degree of accuracy.	E
• Committed to continuing professional development of self and others within the team.	D
• Ability to use own initiative and meet deadline dates.	

Experience	
• Experience of managing and supervising staff/volunteers • Successful experience of project management and implementation. • Experience of counselling duties with the Codes of Practice and Ethics recommended by the British Association for Counsellors (BACP) or equivalent. • Experience of working and liaising with other agencies and with a diversity of client groups. • Knowledge and understanding of child protection and health and safety practices and procedures and an ability to evaluate the risk of abuse, and assess the need for intervention.	E E D E E
Equal Opportunities	
Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post. Understanding of and commitment to achieving the Council's staff values and ability to put into practice in the context of this post.	E E