

# woman's Trust

recovery from domestic abuse

PO Box 70420, London NW1 7QL

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Charity No. 1053117

## **Female Counselling Assessor**

**Salary: £9,643 (FTE 27,000)**

**Hours: 12.5 hours per week depending on agreement.**

**Location: London - Hybrid**

**Closing Date: On a rolling basis**

[www.womanstrust.org.uk](http://www.womanstrust.org.uk)





March 2024

**Female Counselling Assessor**

Dear Applicant,

Thank you for your interest in the role of Female Counselling Assessor.

Please note, this post is open to female applicants only – Section 7.2(E) of the Sex Discrimination Act applies.

To apply, please provide your CV and a cover letter of no more than 3 pages, that outlines how you meet the person specification. These should be returned to [recruitment@womanstrust.org.uk](mailto:recruitment@womanstrust.org.uk) with 'Female Assessor – Your Name' in the Subject bar.

Please address each of the criteria in the person specification below, providing actual examples of what related work/experience/skills you have.

In your email, please provide us with the details of two referees. We require their name, contact information (including email), and relationship to you. One of these should be from a current or previous employer. Referees will not be contacted until an offer of employment is made.

If you are unsure whether you meet the criteria, please call our office and we will be happy to help.

An enhanced DBS check will be requested prior to taking up position. Any concerns or questions regarding past criminal convictions can be discussed confidentially with the Clinical Director/ Counselling Manager.

Applications will be processed on a regular basis and successful candidates invited to interview.

Unfortunately, Woman's Trust resources are limited and therefore only successful applicants will be notified. If you have not heard from us within 2 weeks of the closing date, your application has been unsuccessful.

I look forward to receiving your application.

Warm regards,

Heidi Riedel  
CEO



## Female Assessor

<b>Hours</b>	12.5 hours per week– days to be agreed
<b>Salary</b>	£9,643 (FTE 27,000)
<b>Type of contract</b>	Fixed-term contract
<b>Length of Contract</b>	12 months, subject to availability of funding and review.
<b>Lined Managed by</b>	Counselling Manager
<b>Location</b>	Hybrid – anticipated 1 day at the nearest office.

### Benefits:

- Hybrid working
- 25 days' holiday rising to 30 after five years (pro rata for part-time working)
- 3% pension contribution
- Comprehensive Employee Assistance Programme
- Cycle-to-work scheme

### Job Purpose

We are recruiting a number of assessors to offer initial assessments for clients on the Woman's Trust assessment waiting list. Assessors will provide 8 initial assessments per week, these are 1:30 hours either face to face, via Teams or by telephone. All WT services are client-led and based on a Person Centred/Humanistic model of working and commitment to this way of working is essential for this post.

You will attend fortnightly supervision (one hour paid for by WT at a supervisor rate of £50 per hour). One-hour additional admin time per day for case notes, other related admin to the work. Other administrative tasks will be allocated by the therapeutic service team to be undertaken during no show times of clients. The Equality Act 2010 pursuant to Schedule 9, Part 1 applies .

## **Responsibilities:**

- 1.1 To offer 8 initial assessment sessions per week following the Person-Centred approach.
- 1.2 Carry out client initial assessment sessions, ensuring that clients meet our criteria and that we are the most suitable organisation to provide them with counselling.
- 1.3 To ensure and maintain accurate record keeping and keep all other administrative tasks up to date.
- 1.4 Ensure the effects of WT counselling are monitored through questionnaires and evaluation provided to women using the service.
- 1.5 Provide help, advice and information to women and individuals contacting Woman's Trust. Refer women on to other services as and when appropriate.
- 1.6 To have fortnightly (one hour) clinical supervision paid by Woman's Trust at a supervisor rate of £50 an hour and ensure regular catch ups with the Counselling Manager.
- 1.7 To attend training or management meetings to facilitate your work, as deemed necessary by WT.
- 1.8 To always respect the confidentiality of the client and abide by Woman's Trust's confidentiality policy. Any counselling notes should be stored safely and should not contain information that could identify the client (e.g., name, address, telephone number). All forms and notes belong to Woman's Trust. We will aim to keep this to a minimum and do as much of this remotely as possibly.
- 1.9 Provide regular short case studies on client work for funder report and applications.
- 1.10 Monthly report back to the Counselling Manager any trends or issues coming from the client work.
- 1.11 Be part of a peer support group for all employed counsellors
- 1.12 Develop the counselling resources for both employed and volunteer counsellors including articles, research, and practice developments relevant to domestic abuse and working with trauma.
- 1.13 Where applicable assist in the development of the therapeutic services offered by Woman's Trust.
- 1.14 If required give presentations on Woman's Trust therapeutic services to external agencies as required.

## **Administration**

- 2.1 To manage all clients and room bookings independently.
- 2.2 In the case of absence, communicate this to Woman's Trust and, if necessary, directly to clients, with as much advance notice as is practicable. Notice of holiday or other planned breaks should be of at least 4 weeks.
- 2.3 Ensure the smooth running of the service.

## **General**

- 3.1 Conduct all work in a way that reflects the aims and principles of WT, particularly in relation to WT's policies on Equal Opportunities and Confidentiality
- 3.2 Undertake other duties as reasonably requested by the Counselling Manager, Clinical Director, Director or Board of Trustees
- 3.3 Provide Woman's Trust and client a minimum period of notice of at least 4 weeks ending.

# Assessor Person Specification

This person specification states the essential qualifications, experience, knowledge skills and attitudes that the selection panel will use to draw up a short list of applicants to be interviewed for the job. You may have developed these through work or voluntary activities, training, or education.

***It is important that you can demonstrate how you meet each point in the person specification giving practical examples – it is not enough to simply repeat what it says in the person specification***

**Note – this post for a female worker in accordance with The Equality Act 2010 pursuant to Schedule 9, Part 1**

## Qualifications

- 1.1 A minimum of a level 4 diploma in Person-Centred/Humanistic Counselling or equivalent is essential.
- 1.2 BACP/UKCP accreditation: working towards it or BACP Registered. Experience
- 1.3 A minimum of 450 client hours following the Person-Centred/Humanistic approach or as near as possible to this figure.
- 1.4 A minimum of 5 years post qualification counselling experience
- 1.5 A minimum of 3 years' experience of working with issues of domestic abuse including working directly with women clients.
- 1.6 Experience of working with women from black and minority ethnic communities
- 1.7 Ability to offer counselling sessions in community languages would be welcome

## Knowledge

- 2.1 Awareness of domestic abuse issues including its effect on women and children
- 2.2 Knowledge of the range of statutory and voluntary sector agencies and services which clients affected by domestic abuse may come into contact with
- 2.3 Understanding of the issues of confidentiality and record keeping and the ability to put this into practice
- 2.4 Understanding and awareness of anti-discriminatory issues and practice
- 2.5 Understanding of the social and political context in which domestic abuse occurs

2.6 Understanding and awareness of the issues affecting small teams working with women affected by domestic abuse.

2.7 Knowledge of working remotely using telephone or online platforms

### **Skills**

3.1 Good communication skills - in person, on the telephone, in writing and in meetings

3.2 Ability to establish therapeutic relationships and working alliances with crisis/drop-in clients and short-term contracts

3.3 Ability to work under demanding and stressful conditions, to be flexible in approach and to deal with the unexpected including dealing with crisis management intervention

3.4 Ability to work on own initiative – set and meet targets and deadlines

3.5 Ability to work as part of a small team and independently

3.6 Ability to propose, initiate and develop ideas and plan future strategies

3.7 Ability to liaise and negotiate sensitively and diplomatically at all levels

3.8 Ability to manage own workload and administration including client booking

3.9 Ability to use Microsoft Office package and computers

### **Attitudes**

4.1 Commitment to working within WT's ethos

4.2 Commitment to anti-discriminatory practice and a willingness to implement WT's Equal Opportunities policy at all levels

4.3 Sensitivity to the needs of women whose lives have been affected by domestic abuse

4.4 Commitment to an empowerment model of supporting women affected by domestic abuse

4.5 Commitment to the provision of client-led person-centred services

4.6 Willingness to participate in Line-Management, Team Meetings, supervision sessions and trainings.