RASASC
Rape & Sexual Abuse Support Centre

Making a difference to the lives of those affected by rape and sexual abuse

Position:	**Clinical Facilitator**
Hours:	**Part time, 21 hours per week**
Salary:	**£19,765 (actual), £32,942 (FTE)**
Location:	**Based in Guildford**
Accountable to:	**Clinical Lead**
DBS check:	**Yes (enhanced)**
Start date:	**ASAP**
Closing date:	**4th December 2026**
Interview date:	**10th December 2026**

RASASC is recruiting for a part-time Clinical Facilitator. You will be working with a small but friendly and dynamic team, with a passion for supporting people in difficult times.

RASASC is a registered charity which has been providing support to survivors, of all genders, of rape and sexual abuse (both recent and non-recent) and young people aged over 13, from across Surrey since 1992.

We provide an Independent Sexual Violence Advisor (ISVA) service, one-to-one counselling, group support, youth and family counselling and a Support Line

Volunteers are an important part of the work we do. Volunteers staff our Support Line and our qualified counsellors work on a voluntary and paid basis with survivors of rape and sexual abuse.

Clinical Facilitator

The Clinical Facilitator role will support the Clinical Lead in the day-to-day delivery of our adult counselling service programmes. This is an exciting and diverse role suitable for clinicians with a thorough knowledge of working with sexual violence and sexual abuse and with an additional broad range of skills and experience. The role is varied and requires reasonable flexibility to support the counselling service in general.

Working closely with the Clinical Lead, Counselling Co-ordinator, Counselling Administrator, Volunteer Counsellors, Group Facilitators and Supervisors, duties and key tasks will include;

- Supporting timely intervention to all clients referred to our counselling service

- Supporting the Clinical Lead and Counselling Administrator with the development and scheduling of group programmes, including allocating clients from the waiting list to suitable interventions
- Working with the Counselling Administrator in the delivery of the group work programmes, including developing documents for the group facilitators and training materials for all group programme sessions
- Responsibility for recruiting and engaging volunteer and trainee counsellors, responding to enquiries, booking applicants in for interview (where appropriate), induction, allocation to Supervisor, overseeing probation period, liaising with training colleges (where applicable) and ensuring reviews are completed
- Communication with Counsellors including by email, WhatsApp and Zoom to include and update them in the delivery of the Counselling Service
- Working with Clinical Lead and Training Co-ordinator to organise CPD for counsellors, including invitations and monitoring attendance
- Potential to carry a small caseload (one to one short term work and assessments)
- The role will require knowledge and experience of conducting assessments of clients referred to our counselling service
- Inputting and maintaining clinical data (and associated admin), including safety plans, risk assessments, client contact and referrals
- Supporting the Clinical Lead and Counselling Team with communications to external agencies and services, e.g. reports, letters to GPs, safeguarding communications
- Demonstrating up to date awareness of safeguarding procedures and guidelines, monitoring risk
- Supporting the Clinical Lead with in-house training including safeguarding
- Supporting the Clinical Lead and CEO with monthly and annual reporting via our CRM reporting suite

Experience

<u>Essential</u>

- Counselling qualification (to Level 4 or above)
- Knowledge of working with sexual violence
- Knowledge of working with trauma
- Experience of managing and monitoring clinical outcomes and clinical measures/tools to demonstrate impact
- A commitment to working inclusively and a demonstrated awareness of working with diversity and overcoming potential barriers to our services
- Excellent organisational skills with proven ability to prioritise workload
- Excellent communication skills, written and verbal
- Experience of assessing and managing clinical risk and safeguarding
- Ability to deal with information in a confidential manner
- IT literate including Microsoft Office and email, Teams and Zoom video platforms

- Case Management Skills - ability to accurately maintain records
- Demonstrable experience, knowledge and compliance with the Data Protection Act and GDPR regulation
- Flexibility to support the service with occasional ad hoc additional requirements such as attending events, deputising for the Clinical Lead where required, carrying out in-house induction and delivering training, as required. In all such instances, time off is taken in lieu.

Desirable

- Good relationship and interpersonal skills and the ability to deal with a diverse range of people
- Experience of working as part of a team
- Experience of delivering group interventions
- Experience of staff management
- Experience of recruitment processes (e.g., interviewing experience)

Application

We are committed to equal opportunities, and we warmly encourage applications from all sections of the community particularly applicants from diverse groups.

The skills and experience listed above are not a checklist and combine what might traditionally be split into 'essential' and 'desirable' categories. We don't expect anyone to tick every box, but we are looking for someone who feels comfortable with the requirements of the role and, where there are gaps, can demonstrate transferable skills and feels confident to develop in those areas

Interviews will be held in person on Thursday 10th December, although arrangements for online interviews can also be made where necessary.

If you are interested in joining our team or if you have any questions about the role, please do give us a call as we would love to hear from you – contact us on 01483 568000 for more details or please complete the application form.

Closing date for applications is Friday 4th December at 12 noon.

How to Apply: Please download the attached application form and equal opportunities form and email it to Liz Joyce admin@rasasc-guildford.org

Please note we do not accept CVs.