



## Role Pack: Counsellor/Therapist Student Placement

### A. Key info

- Please note this is a voluntary position
- **Deadline for applications:** 11<sup>th</sup> November
- **Start date:** Placement to start in January 2025
- **Hours:** Dependent based on availability
- **Location:** Cambridgeshire (ability to travel across Cambridgeshire is required for this role)

### B. About Cambridge Acorn Project

[Cambridge Acorn Project](#) is a well-respected therapeutic charity in Cambridgeshire. We do holistic therapeutic work with children and families who have experienced trauma and are facing financial hardship. We are a responsive, justice-focused charity where children and their families who have lived through adverse experiences can access support quickly and in a way that is meaningful for them.

We are looking for committed trainee counsellors and therapists to join us as students on placement to work with children and young people (CYP) and adults.

Please note that the placement will be mainly with CYP (in primary or secondary school settings). There may be some opportunities for one to one counselling with parents/carers, however, we are not currently offering adult-only placements.

### C. Responsibilities and main duties

- To undertake pieces of therapeutic work with CYP or with CYP and families as agreed with the supervisor.
- To use evidence-based therapeutic interventions with children and families.
- To support with community initiatives, including wellbeing drop-ins or projects.
- To ensure all client case notes, assessments, and any other documentation are completed in accordance with the policies and procedures of Cambridge Acorn Project.
- To attend supervision and clinical supervision at agreed times\*
- To carry out any other activities that may reasonably be requested by the management team, drawing on broader skills and knowledge.
- Maintaining confidentiality and boundaries.
- Staying up to date with and adhering to organisational policies, including safeguarding.

*\*Please note that Cambridge Acorn Projects offers non-clinical group supervision only. Students conducting placement with us remain responsible for ensuring they access clinical supervision in line with the requirements of their student registration. Cambridge Acorn Project offers internal line management and case management supervision but is unable to pay for students' personal clinical supervision.*



## D. Person specification

- ✓ Be confirmed as 'fit to practice' for a child placement or a placement working with CYP and adults by a counselling/therapy program course tutor by the end of January 2025.
- ✓ Be committed to the aims and values of Cambridge Acorn Project, including a good knowledge of the principles underpinning therapeutic work with CYP as well as social justice and personal liberty.
- ✓ Be a current student member of a recognised professional body (e.g., HCPC, BACP, UKCP, BPS, SWE or equivalent) and be committed to continuous personal and professional development.
- ✓ High degrees of personal empathy, emotional intelligence, and excellent communication skills in a range of contexts.
- ✓ A deep understanding of confidentiality and the ability to set and maintain healthy boundaries in relationships with clients and colleagues.
- ✓ High degrees of personal empathy, emotional intelligence, and excellent communication skills in a range of contexts.
- ✓ A firm understanding of trauma and the impact on children and families.
- ✓ Demonstrate excellent communication skills.
- ✓ Be open to change and new challenges, adaptable and flexible in approach, and committed to working in a person-centred.
- ✓ A good degree of computer literacy and an understanding of the principles of case recording using a secure system.
- ✓ Ability to work both independently and as part of a team.

## E. Safeguarding and safer recruitment process

Safeguarding is at the heart of Cambridge Acorn Project including our safe recruitment processes. We undertake safe recruitment checks on anyone who wants to work with us as we work with children and adults at risk. This means that all our roles which have contact with services users or access to sensitive information, including this position, require an **enhanced Disclosure and Barring Service (DBS) check as well as two references**.

This post involves working directly with children and/or vulnerable adults (as well as the processing of sensitive information connected to this under the Data Protection Act 1998). **If you are disqualified from working with children or vulnerable adults, we are unable to offer you any posts that involve working with these groups. Across the UK, it is an offence for an individual who has been barred to apply for a regulated position.**

### Self-disclosure

If you are shortlisted, we will ask you to complete a **self-disclosure form**. This will be reviewed before your interview. The self-disclosure form will ask for any criminal convictions, regulatory body sanctions or disqualifications from working with children or vulnerable adults, as well as any police or social services enquiries undertaken following allegations made against you. We may ask about this during the interview.



## F. Our Commitment to diversity and inclusion

Cambridge Acorn Project believes in a world that is equitable, safe, and free from abuse and coercion and we apply these principles to every part of our organisation fostering equality and inclusion in everything we do. We promote a culture of respect and a sense of belonging for all staff, volunteers, and service users where everyone is free to be themselves. We value lived experience, and we welcome applications from people with marginalised identities or experiences. Cambridge Acorn Project is a warm, flexible, and supportive organisation, and we want to work within a diverse collegiate team where everyone's opinion and experience matters, and everyone has a voice.

## G. Data protection

Cambridge Acorn Project processes data in line with The Data Protection Act 2018 and UK GDPR. For more information, please see our [terms of service on our website](#).

## H. How to apply

In order to apply for this placement, you must complete the [student application form which you can download here](#) or via our website.

Please email your completed application form to Adriana Burciaga Gonzalez [adriana@cambridgeacornproject.org.uk](mailto:adriana@cambridgeacornproject.org.uk) by the deadline. Please note that we follow a safe recruitment process and therefore cannot accept CVs.

If you require the job pack and/or application in an alternative format please contact us on the email above.

**Deadline to submit you application:** Monday 11<sup>th</sup> of November 2024

## I. Interviews

If you are shortlisted, we will invite you for an interview with two members of our staff.

Interviews will be held in person or online during **11<sup>th</sup> to 18<sup>th</sup> November 2024**.

We would be happy to make access adjustments as needed for interviews (and in the workplace). Please indicate your access needs for interview on the application form or, if you would prefer to speak to us directly, contact Adriana Burciaga [adriana@cambridgeacornproject.org.uk](mailto:adriana@cambridgeacornproject.org.uk)

Please note that as part of our commitment to safeguarding, we include value-based questions in our interview. For more information on our approach to safeguarding please refer to:

<https://www.cambridgeacornproject.org.uk/termservice>

## J. Do you have any questions?

Please contact Adriana Burciaga [adriana@cambridgeacornproject.org.uk](mailto:adriana@cambridgeacornproject.org.uk) if you have any questions or require further information about the role and how to apply. We'll be happy to help.

Please have a look at the overview of our safe recruitment and onboarding process on the next page.



## Overview of our safe recruitment and onboarding process for students

Steps	Date
1. Advertise vacancy and include a clear deadline, a role pack and a specific application form.	October- November
2. Received applications are reviewed by two people within the organisation.	November
3. Shortlisted candidates are asked to submit a self-disclosure form.	November
4. Shortlisted candidates are invited for an interview, online or in person, with two members of our staff.	11 <sup>th</sup> -18 <sup>th</sup> November
5. Successful/unsuccessful candidates are formally notified by email.	November
6. Conduct references check and confirm fitness for practice.	December
7. Process enhanced DBS (three current and valid forms of ID required) and make sure is registered with the DBS update service online.	December
8. Induction session in person at our office.	January
9. Students/trainees meet supervisors and arrange placements.	January
10. Sign the student placement agreement and start placement.	January

*Please note that the proposed dates may change, if so, we will notify this by email and via our social media channels.*