Dear Applicant

Thank you for your interest in the vacancy for the post of Sessional Counsellor**.**

This application pack includes

* Information for applicants
* Job Profile
* Person Specification
* Application for employment

When completing the application form please relate your application to the requirements stated in the advertisement, job profile and person specification, as shortlisting for interview is dependent on the extent to which your application matches these.

Please complete the application form in full. Please do not include any additional documentation such as a Curriculum Vitae, as we require your information to be in a standard format on its own application form.

Your completed application form should be returned marked ‘application form’ and the title of the post that you have applied ‘Sessional Counsellor’ and emailed to [admin@manchesterrapecrisis.co.uk](mailto:admin@manchesterrapecrisis.co.uk) or you can post in a sealed envelope marked “Private & Confidential” to Anne Stebbings, GMRC, 73 Ardwick Green North, Manchester, M12 6FX

By 5 pm 8th of October 2021.

Late applications will not be accepted.

Unfortunately, we are unable to write to applicants who are not shortlisted. Should you not hear from us by 15th October 2021 you should assume that on this occasion your application has been unsuccessful.

Yours faithfully,

**Anne Stebbings**

**CEO**

**OUR APPLICATION AND OUR RECRUITMENT PROCESS**

GMRC’srecruitment policy intends to ensure that every applicant is treated fairly. This means that we are not able to consider previous applications or personal knowledge of you. It means that if you already work forGMRC, we do not consider your personal file.

The information you provide in your application form is the only information we will use in deciding whether you will be shortlisted for the interview process. Your application form is therefore very important, and the following advice is designed to help you complete it as effectively as possible.

**Using the person specification**

The **person specification** is the list of criteria or requirements regarded as necessary for the post. To be considered for an interview you must fulfil each point of the person specification, demonstrating your abilities by telling us about your experience.

Before you fill in the application form look at the person specification and decide how to relate your skills, knowledge and experience to each point. Try not to repeat yourself by using just one area of your experience to cover more than one requirement. Draw upon your past and present jobs or interests; you may discover you have a broader range of skills than you imagined.

Give examples of the work you have been involved in and write in a positive way (e.g., I was responsible for …… I organised…. etc) Always remember to specify your own responsibilities rather than those of your section or department. The most important thing is to tell us - we are unable to guess or make assumptions.

Remember that voluntary work or work at home is as valuable as paid employment. It is important that your application relates to the job you are applying for.

**Completing the application form**

Application forms should be filled in as completely and as clearly as possible so that we can consider all candidates on the same basis.

Make sure you complete the form clearly and type it or use dark ink (black ink shows up best when photocopied). You may wish to continue your application on one or more separate sheets, which should be attached to the application form. The additional information section should contain no more than 500 words.

In completing the references section, please give as your referees your current and most recent employers where possible.

Please send your form on time. **Closing Date for Applications: 5pm 8th October 2021**

Completed applications must be emailed to admin@manchesterrapecrisis.co.uk or posted marked “Private & Confidential” to Anne Stebbings, **GMRC** (Recruitment), 73 Ardwick Green North, Manchester M12 6FX

If you would like the receipt of your application acknowledged, **please enclose a stamp-addressed envelope** or postcard, which we will return to you.

**Shortlisting**

After the closing date, the application forms are read very carefully to see how each person’s skills and experience relate to the skills and experience in the person specification, and applicants who meet these requirements are shortlisted for interview. **Only information contained in the application will be considered in making the decision to shortlist.**

**Interviews**

The interview panel will consist of representatives from GMRC. Questions are intended to allow you to expand on your application and to show the panel how far you meet the essential and desirable requirements of the post**.** You will have the opportunity to ask questions about the job, conditions of service etc.

Panel members must keep a record of their assessment of each candidate so that the reasons of their decision are clear and consistent. You should therefore not be worried about the panel taking notes.

The interviews are planned for 19th October 2021 and will take place face to face.

**Sessional Counsellor**

**Main purpose of job:** To provide specialist time-limited counselling for women who have been raped or experienced any form of sexual abuse at any point in their lives.

To work as part of a team

To promote GMRC’s ethos and values

**Reporting to**: Counselling SMT, CEO

**Start date:** As soon as possible (subject to Enhanced DBS check and satisfactory references)

**Salary:** £28 per session including admin time

**Hours:** Up to 15 hours per week by arrangement with SMT. The ability to work some evenings and Saturdays is desirable.

**Place of work:** remote support and face to face work delivered at the centre

**To apply**: Please complete the application form explaining how your skills and experience relate to the person specification.

Applications must specifically address **each essential and desirable criterion**, giving evidence from previous experience or qualifications.

**Application deadline: 5pm 8th October 2021**

**Interviews: 19th October 2021**

**Start date:** As soon as possible, subject to receipt of satisfactory references and enhanced DBS check.

**This post is restricted to women applicants under the Equality Act 2010, Schedule 9, Part 1.**

**Equal opportunities statement**

GMRC is striving to be an equal opportunities employer and we welcome applications from women from all sections of society

**About GMRC**

GMRC is a registered charity working withvictims and survivors of sexual violence and child sexual abuse, providing independent, specialist support and promoting and representing their rights and needs.

During the COVID-19 crisis, GMRC has continued to provide a range of remote services and limited face-to-face support.

**Sessional Counsellor**

**Job Description**

**Job Title:** sessional counsellor

**Salary Scale** self employed contractor at £28 per session including admin time

**Reports to:** Counselling SMT and CEO

**Role Purpose** To provide trauma informed counselling

**Start date:**

**Salary:** £28 per session including admin. time

**Hours: By agreement to a maximum of 15 hours per week**

**Conditions:** Freelance Sessional Contract: Fixed term to September 2022

**MAIN DUTIES AND RESPONSIBILITIES**

Work within the GMRC team to provide a high quality counselling service to women who have been raped or experienced sexual abuse at any time in their lives, and which is responsive, ethical, safe and effective for all service users

* Work in a person -centred way and form effective therapeutic relationships whilst maintaining professional boundaries
* Appropriately use different therapeutic tools, depending on the needs of individual clients, to help women cope and recover from sexual violence
* Work within and adhere to the GMRC Counselling Framework

Adhere to BACP Ethical Framework for Good Practice in Counselling and Psychotherapy or UKCP equivalent

* Continuously work towards and support the development of best practice
* Regularly review the counselling work and incorporate GMRC’s outcome monitoring tools for all women who use the service
* Maintain confidential, up-to-date and accurate records of all counselling sessions, carefully taking into account the sensitive nature of this work in particular regarding statutory investigations and court proceedings
* Work with the GMRC team to ensure that all service activity is recorded appropriately onto the database
* Facilitate the contribution of service user feedback thus ensuring that service user’s voices are heard within GMRC
* Liaise with referrers, other professionals and agencies as appropriate

## Supervision and Professional Development

* Attend GMRC training and induction and participate in future training and development opportunities that support the role
* Engage with GMRC line management and group supervision
* Attend organisational meetings as required
* Work closely and effectively with the Counselling SMT contributing to effective provision of services
* Maintain up to date knowledge of relevant legislation and clinical practice guidelines to contribute to the highest professional standards of counselling practice

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| ***General:***   * Greater *Manchester Rape Crisis is committed to Equal Opportunities for all present and potential members of staff and clients. GMRC expects all employees and volunteers to understand, support, and apply this policy through their working practice, which requires all individuals to be treated with respect, dignity, courtesy, fairness and consideration* |
| *The post holder will be expected to*   * *keep themselves up to date on all matters relating to GMRC’s procedures and policy.* * *familiarise themselves with matters relating to health and safety management as they affect them personally and/or GMRC, reporting any potential risks to life or property immediately in accordance with the GMRC’s Health and Safety policy and procedures. They must use all equipment provided to undertake their role safely* | |

* *be an active part of supporting the organisation to achieve its aims including challenging myths and stereotypes that can silence victims/survivors.*
* *adhere to strict confidentiality boundaries within your role as you have access to sensitive, restricted and classified information.*
* *respect individual’s right to anonymity within and outside of the organisation.*
* *strictly adhere to all information governance policies and legislation set by the organisation and/or the Information Commissioners Office.*
* *fully comply with the organisations policies and procedures.*

**Key Responsibilities:**

**Operational**

* Work as part of the GMRC team to provide a high-quality counselling service to women who have been raped or experienced sexual abuse at any time in their lives
* Work in a way which is responsive, ethical, safe and effective for all service users
* Form effective therapeutic relationships whilst maintaining professional boundaries
* Appropriately use different therapeutic tools, depending on the needs of individual clients, to help women cope and recover from sexual violence
* Work within and adhere to the GMRC Counselling Framework
* Adhere to BACP Ethical Framework for Good Practice in Counselling and Psychotherapy or UKCP equivalent
* Carry out needs and risk assessments and support planning, and provide an appropriate service to clients with varying presenting issues and levels of distress
* Regularly review your counselling work using GMRC’s monitoring tools
* Maintain confidential, up-to-date accurate records of all counselling sessions, carefully taking into account the sensitive nature of this work in particular regarding statutory investigations and court proceedings
* Work with the GMRC team to ensure that all service activity is recorded and uploaded appropriately onto the database
* Facilitate the contribution of service user feedback thus ensuring that service users’ voices are heard within GM
* Liaise with referrers, other professionals and agencies as appropriate

**Person Specification**

**Qualifications and Experience**

This specification describes the knowledge, skills and experience required to perform the job effectively. You will be required to address each criterion when completing the application form and will be required to produce evidence where appropriate.

E is an essential requirement

D is a desirable requirement

* Registered or Accredited member of BACP or other appropriate professional body such as UKCP. **E**
* Educated to at a minimum Diploma level in Counselling or Psychotherapy **E**
* Experience of working therapeutically with women who have experienced rape and sexual abuse **E**
* Significant experience of providing time-limited counselling **E**
* Experience of building positive and empathic relationships with clients **E**
* Experience of and commitment to working with diversity **E**
* Experience of participating in clinical supervision **E**
* Qualification and experience of using EMDR **D**

**Skills and abilities**

* A sensitive, mature approach to working within a specialist service **E**
* Skills in working with the impact of trauma **E**
* Clear and effective verbal and written communication skills **E**
* Ability to manage a complex caseload demonstrating good organisational and planning skills **E**
* Ability to keep up-to-date records and monitoring and evaluation data **E**

**Knowledge of**

* A recognised trauma model and the impact of rape and sexual abuse **E**
* Safeguarding principles and issues **E**
* The implications of working alongside statutory investigations and court proceedings especially with regards to record-keeping, confidentiality and data protection **D**
* Knowledge of other key agencies and services **D**

**Other requirements**

* I.T. skills and willingness to use GMRC’s web-based database **E**
* Commitment to Continuing Professional Development **E**

Awareness of the possible impact of the work and commitment to looking after your own personal wellbein

**Application For Employment**

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| --- | --- |
| **Post for which you are applying:** |  |
| **How did you learn about the post?** |  |

**Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname:** |  | **Preferred Title:** |  |
| **First Names:** |  | | |
| **Address:** |  | | |
|  | | |
| **Tel No. Eve):** |  | **Tel No. (Day):** |  |
| **Email:** |  | | |
| **Mobile:** |  | | |

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| **hINTS AND TIPS ON COMPLETING THIS FORM**   * Please note CVs are not accepted * We wish to ensure that comparison between applicants is fair and in line with the GMRC Diversity and Equality Policy. The information you provide on this form together with your personal statement will be used in deciding whether you will be short listed for an interview. It is therefore essential that you complete the form fully and that you clearly demonstrate how you meet each point on the person specification. * You should use the points in the Person Specification as headings when filling in the section of the application form that says ‘personal statement’ or if you prefer to write a paragraph on each criterion. * It is the applicant’s responsibility to ensure that completed application forms are received by the closing date. * Please write in black ink. |

**Educational Qualifications**

|  |  |
| --- | --- |
| **Relevant Qualifications obtained**  **Certificates, diplomas, degrees etc.** | **Date** |
|  |  |

**Training Courses**

|  |
| --- |
| **Give brief information about any relevant training courses you have attended together with dates.** |

**PRESENT OR MOST RECENT EMPLOYMENT**

|  |  |
| --- | --- |
| **Date of Appointment:** | **Date Left (if applicable):** |
| **Salary:** | **Post held:** |
| **Period of Notice required:** | |
| **Please give a brief description of your duties and responsibilities** | |
| **Reason for leaving (if applicable):** | |

**Previous Employment and Voluntary Experience**

Include all paid employment and any voluntary work **relevant** to your application

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**References**

Please give details of two people not related to you who may be approached for references. You should include your current or most recent employer.

|  |  |
| --- | --- |
| **REFERENCE 1** | **REFERENCE 2** |
| **Name:** | **Name:** |
| **Address:** | **Address:** |
| **Telephone No.** | **Telephone No.** |
| **Email:** | **Email:** |
| **Occupation/Relationship:** | **Occupation/Relationship:** |
| **PERSONAL STATEMENT**  Please write a personal statement of not more than **750** words which covers   * Why you are interested in the job * Your skills, experience and knowledge in relation to the Person Specification. * Short-listing will be based on the degree to which you match the qualities in the Person Specification. You must address each point on the Person Specification (you can use numbering if you find it advantageous).   **N.B. If needed please write on an A4 piece of paper and attach it to the form.** | | |

I confirm that, to the best of my knowledge, the information given in this application is correct and that I am legally entitled to take employment in the UK.

Signature: Date:

**Equal Opportunities Monitoring Form**

Greater Manchester Rape Crisis values diversity promotes equality and challenges discrimination. We encourage and welcome applications from women of all backgrounds. This post is exempt from the Rehabilitation of Offenders Act Posts will be subject to an enhanced DBS check and open to women only.  *Genuine Occupational Requirement (GOR), Schedule* *9 (Work; Exceptions), Part 1 (Occupational Requirements), of the Equality Act (2010) applies.*

GMRC wishes to monitor the effectiveness of its Equal Opportunities Policy and ensure that no direct or indirect discrimination is taking place. In order to help us do this we would like you to complete this form.

**This form will be detached from your application form and will not be used to influence the selection process in any way.**

Do you consider yourself disabled?

Yes - No

How would you describe your ethnic background?

How would you define your sexuality?

How old are you?

|  |  |
| --- | --- |
| 18-25 |  |
| 26-35 |  |
| 36-45 |  |
| 46-55 |  |
| 56 -66 |  |

**Criminal Conviction Declaration Form**

Please complete this declaration.

GMRC welcomes applications from ex-offenders and will only consider an applicant’s criminal record where the conviction is relevant to the post. This post is subject to a Disclosure and Barring procedure. All employees and volunteers shall provide a declaration of convictions that would otherwise be spent under the Rehabilitation of Offenders Act (Exceptions 1975).

For candidates who are not successful this form will be destroyed at the end of the recruitment process.

|  |  |
| --- | --- |
| A. Do you have any criminal convictions?  Yes No  Please complete the details below. | B. Do you have any spent convictions?  Yes No    N.B. We may ask for additional information at a later date. |

|  |  |  |  |
| --- | --- | --- | --- |
| If you answered ‘Yes’ in box A, please give details: | | | |
| Offence(s) | Details | Sentence | Date of Sentence |
|  |  |  |  |

I believe the information disclosed above to be true and accurate to the best of my knowledge. I understand that if I am successful in my application to GMRC will be subjected to a Disclosure and Barring procedure at an appropriate level, and that the outcome of this may affect the offer of employment.

Name

Signature:

Date: