



**Oxfordshire Sexual
Abuse & Rape
Crisis Centre**

Job Description and Person Specification: Counselling Coordinator

HOURS:	Part time (30 hours per week)
SALARY:	£25,000-30,000 per annum, pro rata, depending on experience
LOCATION:	Oxford, Oxfordshire
LINE MANAGER:	Services Manager
RESPONSIBLE FOR:	Sessional and Volunteer Counsellors
CONTRACT TYPE:	Permanent
CLOSING DATE:	17th April
INTERVIEW DATE:	Week commencing 1 st May (likely the 5th May)

Role summary:

Oxfordshire Sexual Abuse and Rape Crisis Centre (OSARCC) is seeking to appoint a Counselling Coordinator to play a key role in running and expanding the counselling service. The post holder will coordinate counselling provision to women in Oxfordshire who have experienced rape, sexual abuse, or other forms of sexual violence; as well as recruit, train and support sessional and volunteer counsellors. The post can be flexible for the right candidate, including possible additional responsibilities for acting as the lead for all centre intakes and assessment; and/or holding a small case load of their own.

The post will be based in Oxford. Some travel across Oxfordshire and evening/weekend working will be required.

This role is subject to receiving Enhanced Disclosure and Barring Service checks and to a six month probationary period.

The post holder will be eligible for 25 days annual leave plus bank holidays per annum (pro rata) and a 5% pension contribution. We also offer a childcare voucher scheme.

To apply please email recruitment@osarcc.org.uk or call 01865 725311 for an information pack and application form.

OSARCC purpose:

We are a collective of women committed to supporting survivors of sexual abuse, rape, domestic abuse, and harassment. We offer a free and confidential service to women and girls who are dealing with the effects of sexual violence.

Counselling service purpose:

To provide a safe and containing space where survivors of sexual abuse and rape can work towards recovery. This will take place in a one to one environment where survivors can explore their experiences within an empowerment model.

Role purpose:

1. To coordinate and enhance a safe, professional, effective and accessible face to face counselling service, in line with OSARCC policies and strategic objectives
 2. To coordinate the delivery of the service, including counselling provision, recruitment and monitoring and evaluation of the service
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Duties and responsibilities:

1. Service development

- a. Assist in the recruitment and training of volunteer counsellors and sessional counsellors, working with OSARCC's Volunteer and Outreach Coordinator
- b. Build the counselling service to meet the demand of women wanting to access counselling support
- c. Promote and publicise the counselling service amongst relevant agencies, OSARCC service users and potential service users

2. Service delivery

- d. Assess the needs of women upon referral to the service, including risks to which they are subject, and allocate service users to counsellors
- e. Manage and maintain the counselling waiting list
- f. Ensure the safety and support of children and vulnerable adults in lines with OSARCC's safeguarding policies and procedures
- g. Undertake regular clinical supervision
- h. Coordinate external clinical supervision and line management and support of OSARCC volunteer and sessional counsellor team
- i. Liaise and network with relevant statutory and voluntary organisations in providing support to service users, attend local partnership meetings and represent OSARCC externally where appropriate

3. Service monitoring and record keeping

- j. Set up and maintain appropriate record keeping systems in line with data protection requirements and OSARCC policies and participate in preparation of service statistics at regular intervals
- k. Ensure the project outcomes and outputs are effectively monitored and evaluated, with input from a range of stakeholders including service users

4. Other

- l. Assist in ensuring budgets are adhered to and financial systems maintained

- m. Attend relevant meetings and training as required
- n. Assist in providing training and consultancy services to other agencies as required
- o. Support, promote and work in accordance with OSARCC values, policies, aims and objectives at all times
- p. Carry out any other work or duties that are reasonably requested

Please note this job description is intended to outline the main duties of the post and may change as the post and organisation develops.

Person Specification

KNOWLEDGE

Essential:

- A recognised diploma or degree or equivalent in counselling/psychotherapy
- Membership of, and eligible for accreditation and/or registration by BACP/UKCP or equivalent
- An excellent understanding of the impacts of sexual violence on individual survivors and the wider community and the support needs of women who have experienced sexual violence
- Knowledge of child and vulnerable adult protection procedures and legislation
- Strong IT skills, including the use of Microsoft software

Desirable:

- An understanding of working in the voluntary sector / violence against women sector or similar field
- Training and/or experience of delivering clinical case work supervision
- Experience of managing a counselling service within a voluntary or statutory setting
- Demonstrable experience of working as a group facilitator with survivors of sexual abuse
- Able to design, facilitate and evaluate a semi-structured group format specific to sexual abuse

EXPERIENCE

Essential:

- Extensive post-qualification clinical experience including clinical practice working with trauma and sexual abuse/violence
- Experience of working with different modalities
- Experience of managing service development, working with a number of diverse stakeholders
- Experience of working independently, managing own workload and demonstrating self motivation
- Experience of undertaking assessments and managing referrals

Desirable:

- A minimum of 500 proven hours of clinical practice
- Previous experience of volunteering or work within Rape Crisis or other sexual violence/violence against women and girls' services
- Experience of managing volunteers and staff members
- Experience supporting young people who are survivors of sexual abuse
- Demonstrable experience of working as a group facilitator with survivors of sexual abuse

SKILLS

Essential:

- Excellent interpersonal skills, team working and team management skills
- Excellent listening skills and the ability to communicate effectively to a variety of audiences both verbally and in writing
- Ability to assess service user needs and risk
- Case recording and monitoring skills and ability to interpret data to produce reports
- Motivation and drive to take this new project forward
- Good IT and organisational skills

Desirable:

- Able to design, facilitate and evaluate a semi-structured group format specific to sexual abuse

GENERAL

Essential:

- A firm commitment to improving the lives of women who have experienced sexual violence and to working within a feminist organisation
- Ability to maintain clear boundaries and confidential working practices
- Sensitivity to cultural differences, and the ability to work in a diverse setting
- Ability to work within the ethos of the Rape Crisis Movement and OSARCC's core values, and commitment to equal opportunities and anti-discriminatory practice
- Willing to be pro-actively involved with the OSARCC network, including participation in OSARCC's volunteer line worker training
- Available for the hours specified and willing to operate flexibly on evenings and weekends as required
 - Commitment to OSARCC's values, principles, policies and ways of working
 - Commitment to own personal and professional development and to the development of others
 - Excellent written and spoken English
 - Strong self-awareness and inter-personal communication skills
 - Demonstrable commitment to and understanding of the positive promotion of Equal Opportunities, valuing diversity and anti-discriminatory practice

Desirable:

- Experience of evaluating and remodelling service provision
- Experience of engaging service users in feedback and evaluation
- Experience of working or volunteering in either a Rape Crisis organisation, or similar field
- An accredited member of either BACP, COSCA, FDAP or UKAHPP

EQUAL OPPORTUNITIES

This post is restricted to female applicants only and is exempt under Schedule 9, part 1 of the Equality Act 2010.

OSARCC is an equal opportunities employer and is committed to promoting equality and social inclusion.

The recruitment monitoring section of the application form (which gives details of your sex, ethnic origin, date of birth and any disability) will be detached before the form reaches the Selection Committee. This information will not be made available to the Selection Committee. If you have indicated that you have a disability, the recruiting manager will be made aware of this to ensure that you are given an interview in an appropriate, accessible location. The information you provide on the recruitment monitoring section will be held in confidence by OSARCC and the details logged onto a confidential recruitment database. The information will be used for statistical purposes to enable OSARCC to carry out its equal opportunities monitoring obligations.