

## JOB DESCRIPTION & PERSON SPECIFICATION

<b>Job Title:</b>	<b>Bereavement Community Counsellor</b>
<b>Reporting to (Job Title):</b>	Bereavement Community Lead Counsellor
<b>Organisation:</b>	Age UK Northamptonshire
<b>Salary:</b>	£29,918.20 per annum full time equivalent (post April 2025, full time - 37 hours)
<b>Place of work:</b>	Waterside House / William and Patricia Venton Centre
<b>Hours of work:</b>	Up to 30 hours available, this can be shared between more than one candidate
<b>Professional</b>	<p>Professional Membership: Member of the British Association of Counselling Practitioners</p> <p>Minimum of 2 years post-training with 150 hours supervised practice post qualification.</p>
Employment subject to Enhanced Disclosure & Barring Service (DBS) check and BACP Registration check	
<p>Age UK Northamptonshire is the leading countywide provider of services for older adults. This is a position offering someone with the appropriate values and experience the opportunity to play a pivotal role in our new Bereavement Community. The role will be responsible for delivering counselling sessions, facilitating bereavement groups, and supporting student counsellors and bereavement volunteers.</p> <p><b>The role</b></p> <p>This is a new service so you would be supporting embedding the new processes and team, helping set up the bereavement community, facilitating drop-in bereavement groups, delivering 1:1 counselling sessions and other bereavement focused work.</p> <ul style="list-style-type: none"> <li>• 1:1 counselling sessions are 50 minutes in duration.</li> <li>• Attendance &amp; brief notes must be recorded on Charitylog (the database used by Age UK Northamptonshire) following each session.</li> <li>• Full counselling notes must be kept by the counsellor in line with BACP and GDPR regulations.</li> <li>• To facilitate informal bereavement spaces/groups.</li> <li>• To support the recruitment and support of student counsellors.</li> <li>• To support the Lead Counsellor as required and provide cover for groups when Lead Counsellor is on leave or unavailable.</li> <li>• Evidence of regular clinical supervision in line with BACP guidelines is a requirement of the charity. The charity will source and pay for regular online group supervision. Should you wish to attend individual supervision, this would be paid for independently by the counsellor.</li> </ul> <p><b>Keys Skills required for role</b></p> <ul style="list-style-type: none"> <li>• Excellent listening and communication skills</li> <li>• Sensitivity and empathy</li> </ul>	

- Patience and a calm manner
- Ability to cope with emotional situations
- Ability to relate to a wide range of people
- The ability to positively challenge people
- To be non-judgemental
- To be self-aware and can examine your own thoughts and values
- An understanding of mental health issues and issues affecting older people
- An understanding of barriers to inclusion and health inequalities
- A thorough understanding of bereavement and loss
- An understanding of Safeguarding and Suicide Prevention
- To make us aware of whether you speak any other languages, whether you are able to use Sign Language, or have any other skills the service can benefit from

### **Accountability/Tasks**

- To establish a supportive and respectful relationship with clients
- To consider each person as an individual
- To work with and empower clients
- To provide a counselling service to enable clients to regain and maintain control over their lives
- To abide by the BACP Ethical Framework for Counselling and Psychotherapy
- To support individuals to identify their own achievable and realistic goals and agree objectives to aid recovery
- Work in a way that acknowledges the personal, social, cultural strengths and needs of the individual
- At all times to carry out every aspect of your duties to the highest standard with due regard to our policies and procedures.
- To have regular clinical supervision, in line with the minimum monthly requirements. To complete regular supervision reports within this time.
- To comply with Information governance in relation to all data.
- To always act in a way that supports safe practice and is in line with all mandatory and statutory regulations
- To ensure all identified risks/concerns with a service user are reported immediately to the Lead Counsellor and discussed within your clinical supervision
- To report all DNAs (Do Not Attend)
- To ensure you have appropriate methods of transferring and storing Service Users' records in line with Data Protection and Information Governance
- A commitment to ongoing professional development and training requirements

The tasks and responsibilities shown above are not exhaustive and should be regarded only as a guide. The jobholder will be expected to undertake any reasonable activities according to the needs of the service at the time. These will be subject to periodic review and may be amended to meet the changing needs of the service. The jobholder will be expected to participate in this process, and Age UK Northamptonshire would aim to reach agreement as regards any changes.