

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title:	Bereavement Community Lead Counsellor
Reporting to (Job Title):	Senior Manager
Organisation:	Age UK Northamptonshire
Salary:	£33,650 per annum full time equivalent (post April 2025, full time - 37 hours)
Place of work:	Waterside House / The William and Patricia Venton Centre
Hours of work:	30 hours per week
Professional	<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	
<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 service, the Bereavement Community. The role is responsible for leading the service - delivering counselling sessions, setting up and facilitating bereavement groups, supporting student counsellors and bereavement volunteers and has line management responsibility.</p> <p>The role</p> <ul style="list-style-type: none"> • To establish and facilitate the Bereavement Support Programme (psycho-educational training sessions for clients) • To set up and facilitate the Bereavement Support Groups, Drop-in groups and cafes together with other community interventions • To organise an annual 'Lights of Reflection' service • To facilitate informal bereavement spaces/groups • To line-manage and work alongside the MBACP Registered Counsellors • To line-manage the Bereavement Co-ordinator • To recruit and support student counsellors • To recruit and support bereavement volunteers alongside the charity's Volunteer Coordinator • Each session will be 50 minutes in duration • Attendance & brief notes must be recorded on Charitylog following each session • Full counselling notes must be kept by the counsellor in line with BACP and GDPR regulations 	

- 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.

Keys Skills required for role

- Excellent listening and communication skills
- Sensitivity and empathy
- 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
- Line management experience
- Project management experience
- 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 the policies and procedures of Age UK Northamptonshire.

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.