



Sessional Counsellor (Children and Young People)

February 2025

Hertfordshire Mind Network
Watford Wellbeing Centre
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Sessional Counsellor (CYP)

Dear Applicant,

Thank you for your enquiry about the above post.

This pack contains the Job Advertisement, Job Description and Person Specification. For more information about the role and our services, please see our website at <https://www.hertsmindnetwork.org/vacancies/cyp-sessional-counsellor/>

To apply, please submit your CV and a supporting statement as to why you are suitable for the role. Clearly state your address, e-mail address, telephone number and whether you have a driving license and whether you own a vehicle.

Please return applications to Joe Owers by email to recruitment@hertfordshiremind.org

This is a rolling vacancy, as we are continually recruiting Sessional CYP Counsellors to work within our CYP Community Counselling Service in a freelance/contractor capacity.

Please submit an application if you are interested in working within the service and meet the below requirements. We will be in touch after reviewing your application.

Yours sincerely

Joe Owers
Services Manager (Children and Young People Services)

Our Vision, Purpose and Values

Our vision

“Every person in Hertfordshire will feel supported with their mental health.”

Our purpose

1. We fight for the mental health of every person in Hertfordshire.
2. We provide mental health support, opportunity, advocacy and resources.
3. We will elevate and promote the voice of those with lived experience of mental ill health.

Our values

Hope

We believe in choice, freedom, change and a better future for every person experiencing mental ill health.



Together

We share learning, build relationships and connect with others to promote better mental health across our community.



Courage

We are determined, bold and unstoppable.



Responsive

We take time to listen, to learn, to share and to act.



Job Description

Job title:	Sessional Counsellor (CYP)
Reference Number:	260
Salary scale:	£30 per clinical hour
Contract Length:	Dependent on the schedule of services agreed with the Sessional Counsellor.
Working pattern:	Variable - to be agreed based on the schedule of service being delivered by the Sessional Counsellor. Work will be completed within the service operational hours of: 7:30am-10:30pm (7 Days a Week, excluding bank holidays)
Working base:	Counselling will be delivered from varied venues across the county (e.g. HMN wellbeing centres, community venues, schools). Your specific working location will be discussed upon successful application/interview. Some remote work from home is permitted and to be agreed with your line manager.
Reports to:	CYP Senior Counsellor
Checks needed:	Enhanced Adult & Children DBS and 2 satisfactory references
Flexibility required:	Occasionally and with notice, you may be required to attend training or meetings outside of normal working hours.

Purpose of post

The Children and Young People's (CYP) Community Counselling service is a new Herts Mind Network service, whose aim is to provide accessible, timely and high quality countywide counselling to local children and young people aged between 5-19th birthday. Our CYP Community Counselling Service will deliver a blend of face-to-face, online, 1:1 and group counselling to enable young people to obtain impactful therapeutic support for the mental health difficulties they are facing, in a way that suits them.

The CYP Sessional Counsellor post is integral to the delivery of this new community-based clinical service, delivering needs-led, robust and flexible counselling to local CYPF. The postholder will work clinically within the service, delivering group and/or 1:1 counselling either in-person or online. The CYP Sessional Counsellor will deliver a minimum of one therapeutic group or 3 x 1:1 counselling sessions per week. The clinical work of the postholder may take place in varied formats/locations, meeting the needs, requirements and preferences of CYPF accessing the service. The postholder will keep timely, detailed and accurate records, following organisational processes diligently. They

will also ensure any concerns regarding CYPF accessing the service are escalated and managed efficiently, keeping the CYPF at the centre of their decision making.

Service Objectives

The objectives of the CYP Community Counselling Service are:

- To support the emotional wellbeing of children and young people experiencing mental health issues in Hertfordshire.
- To provide high quality counselling, both face-to-face and online that is tailored to the child or young person and incorporates all facets of their life.
- To promote early intervention and prevention through an accessible and flexible counselling service that champions the strengths and self-resilience of children and young people.
- To work actively, inclusively and collaboratively with local children, young people and their families.
- To be a key partner of the Hertfordshire CYP MHS system, offering and increasing access to community based help regarding mental health and emotional wellbeing.

Accountability

You will be line managed by a CYP Senior Counsellor within the service.

Practical requirements for the Role

- Up-to-date professional liability/indemnity insurance
- An up-to-date enhanced Adult and Child DBS check
- Proof of suitable level of qualification as outlined in the person specification
- Proof of suitable registration with relevant professional body as outlined in the person specification
- Details of current clinical supervisor, who meets the supervisor criteria for the service
- Provision of your own counselling materials/resources in line with your therapeutic modality

Job Description

Key Responsibilities

- To play an integral role in instilling HMN's values throughout the CYP Community Counselling Service
- To work clinically with children and young people in the service, delivering counselling groups and/or holding a caseload of 1:1 clients (both online and/or face-to-face)
- To work alongside parents/carers as part of your clinical work, meeting with them when needed and appropriate, at designated touch-points throughout their child's counselling

- To undertake timely caseload administrations tasks, using the organisation's client record management system CharityLog and following both organisational and service processes in regards to record keeping
- To collect and monitor outcome and feedback measures within your clinical work with CYPF, as specified by the service
- To liaise effectively with Senior Counsellors in the service, specifically around case management and any safety, risk or safeguarding concerns that arise with the CYPF you are working with
- To uphold our safeguarding responsibility to all service-users, having this at the centre of all interactions and escalating any safeguarding concerns to the wider HMN safeguarding team as needed
- To ensure collaborative and supportive discharges from the service in your work with CYPF, utilising wider mental health support services within the CYPMHS to provide joined-up signposting and referring on when needed
- To contribute and provide service impact data from your work, both quantitative and qualitative, in line with reporting obligations to commissioners and wider systems
- To ensure CYPF's involvement is embedded and championed within the service, demonstrating an attitude of continual co-development and quality improvement.
- To be part of a cooperative and collaborative team that is flexible and adaptable to changing requirements.
- To participate in continued training and development opportunities as agreed with your line manager/clinical supervisor.
- To demonstrate professional and caring attitudes and behaviours towards other team members, children and young people, families/carers and professionals.

General

- To ensure compliance with legal, ethnical, regulatory and social requirements.
- To manage personal resources and own professional development.
- To ensure all duties are carried out in a manner which promotes equality and diversity.
- To promote a health and safety culture within the workplace, observe all health and safety rules and procedures as required and where appropriate conduct risk assessments.
- To ensure that essential information of a sensitive or personal nature is not disclosed to or discussed with inappropriate persons, and all information must be maintained within the Data Protection Act.
- To be an active and effective team member.
- To carry out every aspect of your duties with due regard to Herts Mind Network's (HMN) policies and procedures including the Equalities Statement.
- To ensure HMN values are embedded in the service.
- To maintain a professional level of communication at all times.
- To keep clear records and plans of all contacts with clients, professionals and meetings with external agencies.
- Maintain full accountability to the service through supervision.
- Undertake other duties as may be reasonably determined by line management, the CEO or Board of Directors.

Person Specification on next page.

Person Specification – Senior Counsellor (CYP)	Essential/ Desirable
Experience & Qualifications	
A Level 4 qualification diploma or above in counselling, psychotherapy or arts/play therapy AND current registered/accredited/full/qualified membership of one of the following relevant professional bodies (BACP, UKCP, HCPC, BAAT etc.)	E
Competency in working within a recognized theoretical framework or therapeutic modality	E
A minimum of 1-2 years experience working in a therapeutic or counselling capacity with children, young people and/or families.	E
Evidence of continual professional development and a willingness to undertake additional training as needed.	E
Competency and experience in both child protection/safeguarding issues and the assessment and management of clinical risk.	E
Experience in recording and handling clinical data sensitively and in line with data protection legislation	E
Experience and/or qualifications in facilitating group counselling/therapy	D
Lived experience of mental ill health	D
Skills, abilities, understanding and knowledge	
An ability to work responsively, flexibly and adaptively to changing needs within the service	E
A working knowledge of relevant legislation e.g. Gillick Competency and skills in applying this in clinical practice	E
Skills in working reflectively and reflexively	E
A clear and up to date understanding of your professional body's ethical guidelines or framework (BACP, UKCP, HCPC, BAAT etc.)	E
An ability to develop and maintain positive working relationships across multi-disciplinary teams, services and with external agencies (e.g. schools, social care teams and mental health teams)	E
An understanding of equal opportunities, health inequalities and an awareness of intersecting factors that impact CYPF's mental health and ability to access help	E
A strong ability in using MS Programmes (Word, Excel, Outlook) and other IT software, with proven ability to input data accurately and efficiently.	E
A confident and effective communicator across varied means of communication (email, telephone, video-call, face-to-face interactions).	E
Good organisational skills and able to manage and prioritise own workload, with initiative and good time management.	E
Knowledge and understanding of CYP mental health, including stigma and common mental health difficulties.	E

Ability to offer understanding, empathy and compassion.	E
Understanding of the current CYP mental health system operating in Hertfordshire.	D
Understanding of working in mental health and/or counselling services.	D

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