

**Sessional CFD
Counsellor
(NHS Talking
Therapies)**

March 2025

Hertfordshire Mind Network
Watford Wellbeing Centre
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Sessional CFD Counsellor

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/sessional-cfd-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.

Being able to drive and having access to your own vehicle is essential for this role.

Please return applications to Dawn Stenning at the above address or by email to recruitment@hertsmindnetwork.org

This is a rolling vacancy, as we are continually recruiting Sessional CFD Qualified Counsellors to work within our NHS Counselling Service in a self-employed 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

**Dawn Stenning
Senior Clinical Lead & Counselling Manager**

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:	Counsellor (Sessional CFD)
Reference Number:	266
Salary scale:	£30 per session – qualified PCE-CfD £25 per session – (still completing PCE-CfD qualification) This includes admin time. Only attended sessions are paid.
Contracted hours:	Variable - to be agreed with the Sessional Counsellor. Minimum 6 client hours per week. Work will be completed during the service operational hours of 7:30am-9.30pm (7 Days a Week, excluding bank holidays)
Working base:	From one of our countywide centres - to be agreed with the Sessional Counsellor. Some flexibility required to meet service needs. Some remote work from home is also permitted and to be negotiated with line manager.
Reports to:	Senior Clinical Lead & Counselling Manager
Flexibility required:	Occasionally and with notice, you may be required to attend training or meetings outside of normal working hours

Background of Post

Hertfordshire Mind Network (HMN) is a leading countywide provider of wellbeing services. We are commissioned by Hertfordshire County Council as one of the providers of Counselling for Depression (CFD) for Hertfordshire NHS Talking Therapies.

We offer a flexible blend of face-to-face, online, telephone, 1:1 and group counselling to residents of Hertfordshire aged 16 and above experiencing mental distress in relation to common mental health problems, such as anxiety and depression.

The NHS Counselling Service receives referrals directly from GP's or the HPFT Wellbeing Teams. Clients are offered 8 sessions of counselling, with options to extend if suitable and agreed with the Counselling Manager/Hertfordshire County Council.

Purpose of Post

The CFD Sessional Counsellor post is integral to the delivery of this service. The postholder will deliver 1:1, or potentially group counselling either face to face from one of our Centres across Hertfordshire, online, or via telephone.

Qualified CFD Sessional Counsellors will deliver a minimum of six counselling sessions per week and these may take place in variety of methods/locations to meet the needs of the clients accessing the service.

The postholder will keep timely, detailed and accurate records, following organisational processes diligently. They will also ensure any concerns regarding clients accessing the service are escalated and managed efficiently, keeping the client at the centre of their decision making.

Accountability

You will be line managed by the Senior Clinical Lead & Services Manager.

Practical requirements for the Role

- Up-to-date Enhanced Adult and Child DBS check
- Proof of suitable level of qualifications 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
- Current driving licence, car and business insurance

Key Responsibilities

- To play an integral role in instilling HMN's values throughout the Counselling Service
- To deliver 1:1 or group counselling with clients aged 16 and above face to face, online, or via telephone
- To carry out counselling and risk assessments with clients aged 16 and above in the first session to assess for suitability for the service
- To ensure timely, accurate caseload administration tasks, session notes, paperwork and session questionnaire requirements are completed and data uploaded accurately onto our client record management system, IAPTUS, for National Data Uploads to Public Health and monthly local reporting to Hertfordshire County Council
- To follow both organisational and service processes for record keeping
- To collect and monitor outcome and feedback forms within your clinical work as specified by the service
- To submit timely and accurate monthly invoices to the NHS Team Lead
- To liaise effectively with all members of the NHS Administration Team regarding administration, attendance, holidays and operational issues
- To liaise with the Counselling Manager specifically around extension requests, clinical advice, case management and any safety, risk or safeguarding concerns that arise

- 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 client discharges from the service, utilising wider mental health support services within HMN or other external agencies to provide joined-up signposting and referring on when needed
- To complete Discharge Reports in a timely manner for submission to the GP by the Admin Team
- To ensure client'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 attend clinical supervision in accordance with BACP and CFD requirements
- To participate in mandatory training and continued professional development training as identified by your line manager, clinical supervisor and at least in accordance with BACP requirements
- To demonstrate professional and caring attitudes and behaviours towards other team members, clients and professionals
- To attend regular Counsellor Peer Support Group Meetings for team sharing, reflection and learning

General Responsibilities

- To ensure compliance with legal, ethical, 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 HMN's 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 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	Essential/ Desirable
Qualifications	
Level 4 Diploma or above in counselling or psychotherapy AND Registered with BACP	E
Person-Centred Experiential Counselling for Depression (PCE-CfD) – or at least Part 1 of the training completed	E
BACP Accredited	D
Knowledge & Experience	
Experience of delivering Counselling for Depression within an NHS Talking Therapies service	E
A minimum of 1 year post qualification experience delivering counselling	E
Evidence of continual professional development and a willingness to undertake additional training	E
Competency and experience in 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 of keeping accurate records on the client management system, IAPTUS	D
Experience and/or qualifications in facilitating group counselling	D
Lived experience of mental ill health	D
Skills, Abilities, Understanding & Knowledge	
A confident and effective communicator across varied means of communication (email, telephone, video-call, face-to-face interactions).	E
Ability to offer understanding, empathy and compassion whilst holding firm professional boundaries.	E
Develop, foster and maintain collaborative working relationships and form part of a positive team culture.	E
Proficient in IT Systems and Microsoft Office, including Teams, Word, Excel, Outlook and accurate and efficient data input.	E
Excellent organisational skills and ability to manage and prioritise own workload, with initiative and good time management.	E
An understanding of equal opportunities, health inequalities and an awareness of factors that impact mental health and ability to access help	E
Knowledge and understanding of mental health, including stigma and common mental health difficulties.	E
A clear and up to date understanding of the BACP ethical framework	E
Be resilient and calm under pressure	E
Be confident in Lone Working and following safety procedures	E
Attitudes & Values	
<i>Commitment to:</i> HMN's values and way of working	E
<i>Commitment to:</i> HMN's strategic objectives	E
Working as part of a transparent team in a non-hierarchical organisation	E
A full understanding of EDI and a champion of equality	E

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