relate ni
the relationship people

APPLICATION PACK

Primary School Counsellor

INVESTORS IN PEOPLE®
We invest in people Standard

Welcome!

DUANE FARRELL, CEO

Hello and thanks for downloading this recruitment pack and for your interest in the role of Individual Counsellor.

Relate NI is passionate about enabling good quality relationships for our diverse society in Northern Ireland. Through our experience of working with people across Northern Ireland, we've come to understand that relationships not only give our lives meaning; they are of vital importance to our wellbeing. In fact, good quality relationships are one of the most important assets we have as a society. Research and evidence now demonstrate why good quality relationships matter. Evidence indicates that good quality relationships are a crucial protective factor which can shield us from the effects of long-term health conditions; aid our recovery and can even prevent illness in the first place.

This is an exciting time to join the team at Relate NI team as we celebrate 75 years of providing high quality support for people and their relationships right across Northern Ireland, and as we look towards the ongoing relationship support needs of people and communities in the years to come.

Here at Relate NI, we understand that our people are the key means through which we support people to improve their lives and relationships around them. That's why we pay attention to making the organisation a great place to work. We achieve this through our pay and benefits package; through attention to living the organisation's values; and through the support provided to our team in their day-to-day work. We were delighted recently that this work was recognised when Relate NI was awarded the Investors in People standard.

So please take some time to find out more about Relate NI, the work we do and why you should think about submitting an application to come and join us to make a difference in the lives of people and communities right across Northern Ireland.

We look forward to receiving your application.

Duane Farrell, CEO

ABOUT RELATE NI

Relate NI is a charity with a mission to make expert information and support for healthy relationships available for everyone. Our vision is of a future where healthy relationships are at the heart of a thriving society, and our mission is to make expert information and support for healthy relationships available to everyone. We have a number of ways in which we do this:

1 - Provision of Therapeutic Services

Our core service and what we are probably best known for is the counselling support we have provided to people across Northern Ireland for more than 75 years. We provide counselling in the community to families, couples, individuals, teenagers and children from our premises in Belfast and Portadown, and through outcentres in Derry-Londonderry, Coleraine and Ballymena. Our counsellors are qualified and have several years' experience in relationship counselling. Relate NI is registered with the British Association of Counselling and Psychotherapy (BACP) and adhere to its professional standards. We also work with community-based organisations in Belfast to provide counselling and other supports to primary school children through the FSCN, MuMO and STEP programmes and we are also on the Healthy Happy Minds framework for counselling in primary schools across Northern Ireland.

2 – Provision of Education and Training Programmes

Relate NI has always been an advocate of Relationship and Sexuality Education and works in partnership with Nexus NI and The Rainbow Project to provide this to young people aged 15 and 16 years through a range of host organisations working with young people across Northern Ireland. The programme is supported by the Public Health Agency. We also deliver a CPCAB Level V Diploma in Relationship Counselling.

3 – Delivery of Projects

Here at Relate NI, we are always looking for new ways to provide high quality and accessible relationship support to people. The Sustaining Healthy Relationships project is a new and innovative venture which has been supported through the Dormant Accounts Fund. Through this project we want to transform the way we work with and provide support to people by taking our educational interventions into the heart of communities with a view to preventing and or reducing relationship stress through providing tools and techniques to encourage, nurture and strengthen the foundational relationships that bring us joy and improve our mental and physical wellbeing. We provide education interventions to people involved in a range of youth and community groups through this programme.

We also deliver the Golden Threads Programme as we know that healthy relationships are the golden threads that bind our communities together. They are a fundamental cornerstone of our health and mental wellbeing. People who are more socially connected to family, friends, or their community are happier, physically healthier and live longer, with fewer mental health problems than people who are less well connected. With funding from the DoH Mental Health Support Fund through the Community

2021 Good Governance Award Winners (Medium Size Organisation)

HELP US MAKE A DIFFERENCE IN THE LIVES OF PEOPLE ACROSS NORTHERN IRELAND

"I really enjoyed the Sustaining Healthy Relationships Workshop, it has made me feel so positive to move forward. Amazing class!"

- Participant of a Sustaining Healthy Relationships Workshop (Sure Start, West Belfast Area).

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"Its important to nurture your relationships as they are really good for us. It's about asking for help and Relate NI is a good place to start, you will find really good resources to protect your relationships on their website!"

- Professor Siobhan O'Neill,
NI Mental Health Champion

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"Nicest place I have worked for. Genuinely care about their staff and the work that they do!"

- Holly Nesbitt,
Front of House/Receptionist 2021

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"Relate NI not only saved our Marriage, but they quite possibly saved our lives as well"

- Nick,
Attended Couples Counselling Service

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WORKING AT RELATE NI

Relate NI is an accredited Investor in People and to that end we are keen to support our staff through learning and development and continuous professional development opportunities. We provide all our staff with line management support and our counsellors with clinical supervision, both individual and group. Relate NI also provide all mandatory training at no cost to clinical employees.

Relate NI is accredited to provide CPCAB qualifications including a bespoke Level 5 Diploma in Relationship Counselling and can offer subsidised routes for those working with the organisation interested in completing this.

Following our recent re-accreditation for Investors in People here is what some of our staff said about working with Relate NI:

"I get a sense of helping people – doing something for a purpose"
"We are trusted to do what we do, professionally and ethically"
"I came to work in Relate NI because I wanted to do something that improves peoples' lives"
"I was made feel very welcome; a valued member of the team"
"Takes the time to keep you up to date with what is happening and gives me feedback on how I am doing"
"Every year there has been improvement"
"We put relationships at the core of what we do, and that includes working with each other"

RELATE NI PAY & BENEFITS

We continually review our pay and benefits package to make sure that Relate NI offers the best possible experience to our team. The pay and benefits package currently includes:

-£30,401 (pro rata based on a 37-hour week) with an annual review from the board of trustees.
-All clinical roles receive access to paid clinical supervision and the option of participating in a monthly Reflexive Supervision Group (RSG)
-Access to support with CPD, both mandatory and discretionary
-Access to a pension scheme with 5% employee contributions matched by 3% employers' contribution
-20 days (pro-rata) annual leave plus 13 statutory days (pro-rata)
-Access to health and wellbeing support through the Health Assured programme

2022 Trustee of the Year Winners
(Aidan Bennett, Chair)

JOB DESCRIPTION

Job Title	Primary School Counsellor
Place of Work	Across Belfast
Reports to	CYP Team Lead
Salary	£30,401 (pro rata based on a 37-hour week)
Working Hours	To be agreed
Holiday Allowance	20 days per year plus 13 statutory days, pro-rata. The Relate NI holiday year runs from 1 April to 31 March.

JOB PURPOSE

Relate NI is the leading relationship support charity in Northern Ireland and has been working to support people and their relationships since 1948. We provide a range of therapeutic services and education programmes to people throughout Northern Ireland. Our vision is of a future where healthy relationships are at the heart of a thriving society, and our mission is to make expert information and support for healthy relationships available to everyone.

This post supports delivery of Relate Kids counselling service for Primary School Aged children. Relate Kids helps children to deal with any issues they may be having at home or in school or in any of their relationships. This may be delivered through a range of therapeutic disciplines including Play, Music, Clay, Art, or Integrative children's therapeutic approaches.

The service meets a diverse range of emotional and psychological needs that can be addressed through therapeutic support. Children present with a wide range of psychological, emotional, or social issues. The overarching aim is to increase pupils' emotional well-being and improve their learning potential, be responsive to pupils' needs and operate as an integral part of a school's pastoral care provision. The primary mode of delivery is face-to-face. However, it may also be delivered by webcam were deemed appropriate and where therapists have completed relevant webcam training.

THERAPEUTIC SERVICE DELIVERY

- To work as part of Relate NI's team of trained child therapists who take a child-centred approach to counselling and supporting the children, their parents, carers, and teachers.
- To assess requests for counselling from teachers, parents, or carers, by engaging with parents/carers to build an understanding of the child, their family and school situation while identifying therapeutic goals to best support the child.
- To ensure an initial assessment will be completed with the child's parent(s), caregiver(s) or legal guardian(s) to determine if this is the most appropriate service for the child.

- To be familiar with assessing for informed consent for counselling given by those with parental responsibility for the child in accordance with Gillick Competence guidelines.
- To use a range of modalities including play, art and music therapies helping children to reduce stress and process feelings to help children develop and facilitate communication skills improve self-confidence and independence; enhance self-awareness and awareness of others.
- To deliver face to face safe and confidential counselling sessions on a flexible basis meeting the needs of Primary school aged clients in a Primary school setting
- To attend monthly individual clinical supervision.
- To promote and manage effective communication with clients and related agencies whilst maintaining boundaries of confidentiality.
- To agree with the client and their caregiver a therapeutic contract for the work. This includes regularly reviewing progress through outcome measures recorded throughout counselling and through discussion with the client and parent/caregiver during parental reviews.

SERVICE QUALITY

- Be familiar with and comply with Health and Safety procedures and policy.
- Comply with legislative frameworks relevant to the work.
- Ensure adherence to the Ethical Framework for good practice in counselling.
- Achieve the highest standards of safeguarding for families, children, young people, and vulnerable adults who encounter our services.
- Maintain and ensure storage of records in accordance with Relate NI's professional and confidential procedures.
- Promote equal opportunities in all areas of work.
- To implement monitoring and evaluation systems and procedures to ascertain user/ stakeholder satisfaction and service impact. Child reporting tools are completed by all child clients and their caregivers/parents or significant other adults using the appropriate outcome measures and procedure.
- Contribute to information used to inform and evaluate the Relate Kids counselling service for reporting on feedback for funders, stakeholders, and annual reports
- The Chief Executive on behalf of Relate NI may from time to time determine such other duties which are consistent with the post.

PERSONAL DEVELOPMENT

- To continue to participate in ongoing professional/ personal development opportunities.
- To attend a personal review and appraisal meeting.
- To keep abreast of new research, developments in practice and in the operating environment / social policy framework.
- To attend clinical supervision, line management meetings, team meetings etc.
- To maintain levels of mandatory training requirements.

This job description is neither exhaustive nor exclusive and the post holder will be expected to undertake duties within competence which are required in line with the overall job purpose. The role profile may be reviewed and amended in the future to include any other reasonable duties, projects or tasks as may be requested from time to time and to reflect changing organisational requirements, strategic or operational priorities, and changing staffing levels.

PERSON SPECIFICATION

QUALIFICATONS

- Professional qualification in Child Psychotherapy (e.g. Play therapy, Art Therapy, Drama Therapy, Music Therapy) to Diploma level or equivalent from a recognised or a relevant validating organisation e.g. Counselling and Psychotherapy Central Awarding Body (CPCAB). Art, Drama and Music Therapists must be trained to Masters level or equivalent, registered with the Health and Care Professions Council and meet professional and conduct requirements.
- Practitioners should hold or intend to work towards accreditation with the British Association for Counselling & Psychotherapy (BACP), Irish Association for Counselling & Psychotherapy (IACP), Professional Standards Agency (PSA), Health Care Professions Council (HCPC), accreditation. This must be completed within 12 months of the commencement date. Any Art, Drama and Music Therapists must be registered and accredited (or working towards accreditation) with the Health and Care Professions Council (HCPC) and meet the regulatory requirements and competencies. Play therapists must be registered and accredited with the Professional Standards Agency (PSA).

EXPERIENCE

- Experience of counselling/therapy with children (preferably at least one year) in line with your training up to the age of 18 and understand child development and an awareness of issues impacting children.
- Counsellors/therapists must be mindful of the current BACP competencies for working with children and young people 4-18 years and its relevance to their counselling context.
- An understanding of equal opportunities issues
- Comply with Relate NI Policies, Procedures and Specification Guidelines
- Minimum 150 post qualifying supervised clinical practice hours (which can be accrued as part of recognised training)
- Therapists must have the relevant level of clinical supervision to meet their professional regulatory requirements.
- All practitioners delivering this service will be Access NI checked to an enhanced level and maintain evidence of a level of CPD

SKILLS

- Listening and problem solving skills
- Ability to maintain strict confidentiality
- Ability to manage personal and time boundaries
- Excellent oral and written skills
- Ability to use ICT
- Team player

OTHER

- Flexible working in terms of days and location
- Attendance at clinical supervision, line management meetings, team meetings etc.
- Full valid driving licence and / or access to transport to enable you to fulfil work responsibilities

DESIRABLE

- Speak languages other than English
- Have completed training in remote counselling such as “How to do Counselling Online” by the Open University and BACP.

Relate NI reserves the right to enhance the criteria for short-listing purposes in the event of a large number of applications being received.

HOW TO APPLY

Please read the job description and person specification. Please review the application form before you complete and ensure that all sections are completed. We align our applications forms with the person specification for each job role as we believe this will give applicants a better opportunity to tell us about their skills, attitudes and experience.

When completing your application form, your answers to the person specification criteria should demonstrate how you meet the criteria by providing specific examples from your professional experience. In particular, we want to understand your role in the work that you describe.

If potential applicants seek clarification around any aspect of the job roles we advertise we are happy to answer any queries. If you have a query you can contact our Business Operations Lead by telephoning 028 90323454 or emailing EmmaIrwin@relateni.org, inserting the job title in the subject line.

To apply for the role of Primary School Counsellor with Relate NI, please download and complete the application form and Equal Opportunities Monitoring Form from our website. Please complete both of these, taking time to ensure that you are demonstrating, from your experience, how you meet the person specification criteria. Please return your completed forms using one of the options below, ensuring that they arrive with Relate NI by the recruitment closing date of 23.59pm, 30th June 2022.

Email – EmmaIrwin@relateni.org

Post – Emma Irwin, Business Operations Lead, Relate NI, 3 Glengall Street, Belfast, BT12 5AB. Please mark your envelop 'Private & Confidential', and please place your Equal Opportunities Monitoring Form in a separate, sealed envelope.

Equal Opportunities

Relate NI is an equal opportunities employer and will not unlawfully discriminate in its recruitment and selection procedures. If anyone feels they have been unfairly treated as part of a Relate NI recruitment process they should contact the Head of Business Operations to discuss their concerns and we will do what we can to seek resolution.

Safeguarding

As an employer and as a service provider, Relate NI is committed to the protection of children and young people and the safeguarding of adults, and the overarching principles which underpin policy and practice in this areas. Our priority is the provision is safe and ethical services to anyone who requires our services. This also means that we undertake pre-employment checks and any offer of employment will be conditional on the satisfactory completion of those checks and the receipt of satisfactory references from previous employers, one of which must be your most recent employer.