

PERSON SPECIFICATION
Counsellor (Maternity Cover)

Criteria	Essential/ Desirable	Application Form / Supporting Statement / Interview
1. Relevant degree in Counselling or Psychotherapy, or equivalent professionally recognised counselling qualification.	Essential	Application Form
2. Accreditation with BACP or registered with UKCP, or significant evidence demonstrating working towards such accreditation.	Essential	Application Form
3. Significant post qualification experience within a high intensity service with a high number of clients.	Essential	Supporting Statement / Interview
4. Knowledge of mental health issues and awareness of signs of mental illness, to facilitate appropriate referrals. Experience assessing risk with clients and ability act accordingly.	Essential	Supporting Statement / Interview
5. Flexibility in terms of working hours (through negotiation) and ability to work effectively as part of a multi-disciplinary team.	Essential	Supporting Statement / Interview
6. Excellent interpersonal skills, including tact and diplomacy. Non-judgmental and able to maintain the highest level of discretion and confidentiality.	Essential	Supporting Statement / Interview
7. The ability to communicate confidently, clearly and effectively with a wide range of people, both orally and in writing.	Essential	Supporting Statement / Interview
8. Evidenced ability to remain calm in difficult situations.	Essential	Supporting Statement / Interview
9. Ability to adopt a proactive approach and to work on your own initiative, managing a caseload, and referring to Service Manager as appropriate.	Essential	Supporting Statement / Interview
10. Good organisational and administrative skills, with the ability to keep up to date and relevant case notes and student files, and to manage appointments efficiently.	Essential	Supporting Statement / Interview
11. Competency in IT skills including Microsoft Office, especially creating and updating Word documents, using Excel for data entry, and Outlook for emails and maintaining an electronic calendar.	Essential	Supporting Statement / Interview
12. Experience of working in an education setting, preferably in higher education.	Desirable	Application Form / Supporting Statement / Interview
13. Experience of working with a predominantly (18 to 25) client group.	Desirable	Supporting Statement / Interview

14. Awareness of the Disabled Students Allowance (DSA) process, and experience of working with individuals on the Autistic Spectrum.	Desirable	Supporting Statement / Interview
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- Application Form – assessed against the application form and where appropriate, curriculum vitae. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence e.g. award of a qualification. Will be “scored” as part of the shortlisting process.
- Supporting Statements - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
- Interview – assessed during the interview process by either competency-based interview questions, tests, work-related exercise, presentation, or teaching session etc.