

CARERS SUPPORT (CS) JOB DESCRIPTION

Job title:	Counsellor (self-employed) – Bristol and South Gloucestershire
Responsible to:	Counselling Co-ordinator
Hours:	Flexible; up to 6 sessions (50 minutes) per week.
Salary:	£25 per hour (includes admin time), on a self-employed basis
Place of work:	Flexible / Home based & in person (must be willing to travel across Bristol & South Gloucestershire)

Aims of the post

To:

- provide high quality, solution focused in -person, telephone or zoom counselling and emotional support for adult carers in Bristol and South Glos.
- identify strategies and support for carers to manage their own health, wellbeing and resilience.

Job Role

To:

- provide up to 6 sessions of weekly solution focused counselling for adult carers, working to the British Association for Counselling & Psychotherapy (BACP) Ethical Framework, or equivalent.
- provide accurate and accessible information to carers about the range of options available to them through CS, when appropriate, so that they are empowered to consider services which will be of longer-term support
- manage a caseload of carers and play an effective role in the team, ensuring that referral waiting times are managed well.
- keep confidential notes (as appropriate) of sessions in line with BACP requirements (or equivalent) and store them securely.
- participate in the evaluation of the service with carers, in line with contract requirements.
- participate in group supervision – held online every 6 weeks

General

To:

- ensure that all work is carried out in accordance with CS policies and procedures.
- participate in any other duties required as part of the evaluation of the project by funders.

June 2025

PERSON SPECIFICATION

ESSENTIAL CRITERIA

Professional Qualifications & Registration

- Completion of a Professional Counselling Training Course accredited with a relevant professional body.
- Current membership of a recognised professional counselling organisation.
- Evidence of continuing professional development.
- Registration with HMRC as being self-employed.
- Full insurance cover in place.

Specialist Knowledge & Experience of

- a range of counselling models and theories.
- providing counselling in-person, telephone and zoom.
- providing counselling to adults of all ages, including young adults (18-25) and/or people from diverse or underrepresented communities.
- delivering counselling within a time limited framework.
- delivering solution focused counselling to individuals or groups.
- maintaining confidential information systems.
- carers needs and an understanding of the issues they face.

Skills

- Excellent telephone and written communication skills.
- Computer literacy (Office 365 and SharePoint)
- Excellent organisational skills.

Attributes

- Ability to work on own initiative, manage time effectively, prioritise own workload.
- Ability to work as part of a team.
- Commitment to equal opportunities and diversity in practice.

Desirable

- Experience of working / delivering services in the voluntary sector.