



JOB DESCRIPTION

ISSUE DATE: November 2024

JOB TITLE: Peer Support Counsellor

PAY: £33,970 (pro-rata) – registered counsellor
£34,913 (pro-rata) – accredited counsellor

HOURS: 22.5 – 37.5 hours worked Monday – Friday (some Saturdays depending on hours worked)

RESPONSIBLE TO: Counselling Coordinator, Operations Manager & Contract Lead

SUPERVISED BY: Lead Therapist

ACCOUNTABLE TO: Chief Executive Officer and Board of Trustees

WORKING RELATIONSHIPS: Hub and Counselling Co-ordinator, Therapists, Support Workers, ISVAs, EMCYPSAS Team, Admin/Finance/HR Team, Operations Manager and Contracts Lead, CEO

MAIN PURPOSE: To implement, coordinate and participate in the provision of Peer Support Service within Nottinghamshire Sexual Violence Support Services. To provide face to face assessments and counselling to survivors of SV (small case load).

| Main Duties and responsibilities: | Role: |
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| <p>1. Peer Support Service</p> | <ul style="list-style-type: none"> • Promote service user leadership, ensuring that service users influence the development of the peer support service to enrich people’s journey towards recovery and life fulfilment. • Manage and deliver Peer Support Groups. • Support the recruitment, induction, and supervision of Peer Supporter Volunteers. • Encourage Peer Support Volunteers and service users to meaningfully and actively participate in the development and implementation of the Peer Support Service. • Support the delivery of Peer Support activity across services. • Work in partnership with service users, volunteers, local staff teams, and external professionals to support the development and delivery of a Peer |



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| | <p>Support Service and share learning with others.</p> <ul style="list-style-type: none"> • Respond to requests for information about the Peer Support Service directly from service users, staff referrals and referrals from other agencies. • Facilitate the allocation of Peer Support Volunteers to Service User groups. • Ensure that Peer Support Volunteers stay safe and that all aspects of Health and Safety are considered. • Ensure awareness of developments in approaches to peer support to provide service in accordance with best practice, and that is evidence-based. • Ensure that all Peer Support Volunteers work consistently within Notts SVSS's service user-led peer support model and reflect our values. • Promote Peer Support Service with service users, Notts SVSS staff, and external agencies. • Undertake administrative duties using relevant IT equipment as required. • Maintain effective records, including monitoring and evaluation of the outcomes of the Peer Support Service. • Liaise effectively with key personnel and colleagues to contribute to the safe and productive day to day running of the Peer Support Service. |
| <p>2. Counselling Service</p> | <ul style="list-style-type: none"> • To establish and model good practice in the counselling of survivors of sexual violence (age 18+). • To ensure that the counselling provided is delivered to a high standard, in accordance with BACP's Ethical Framework for Good Practice and under appropriate clinical supervision. • To undertake Initial Clinical Assessments. • To work with and under management supervision of the Hub and Counselling Co-ordinator in developing and maintaining a service which is safe, equitable, accessible and effective. • To contribute to the ongoing monitoring and evaluation of the counselling service, including accurate updating of database systems. • To develop, network and maintain links with appropriate organisations both locally and nationally. • To work within the framework of the Centre's Equal Opportunities Policy. • To deliver a high-quality counselling service to survivors of sexual violence (aged 18+) which is safe, ethical and effective and supports key outcomes. • Managing a caseload of clients and providing both time limited and longer-term sessions as required. • To undertake rigorous clinical assessments and identify and action needs/risks and safeguarding matters appropriately and in a timely manner. • To formulate, plan and monitor effective support plans with clients. |



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| | <ul style="list-style-type: none"> • Liaise effectively with key personnel and colleagues to contribute to the safe and productive day to day running of the counselling service. • To develop effective relationships with a range of external organisations and agencies. • Undertake all associated tasks in a timely manner and in accordance with organisational policies and procedures at all times. • To attend all internal meetings as required. |
| <p>3. General</p> | <ul style="list-style-type: none"> • To work in accordance with Notts SVSS Policies and Procedures, including Equal Opportunities, Confidentiality, Data Protection and Safeguarding. • Undertake all associated tasks in a timely manner and in accordance with organisational policies and procedures at all times. • To attend all internal meetings as required. • To adhere to NSVSS's Policies, Procedures and Protocols always and work in accordance with line management instructions. • Ensure service delivery is consistent and reliable. • To monitor and evaluate client satisfaction with the service provided. • Assist in the production of statistical information monthly, quarterly, and annually. • To keep accurate and confidential records of all client contacts in line with NSVSS's relevant Policies and Data Protection legislation. |
| <p>4. Personal Management</p> | <ul style="list-style-type: none"> • To ensure the accurate reporting and recording of accidents and incidents as required by NSVSS. • To participate in the appraisal and supervision process necessary within your role. • To attend in-house training as required. • To work effectively and respectfully as part of the team. • To undertake personal responsibility under the Health and Safety at Work Act 1974. • Maintain a healthy work/life balance, taking responsibility for scheduling time off and managing own workload and time pressures (see Self-Care Policy). |

This job description is a broad outline only, allowing scope for initiative in improving services and general operation of NSVSS. This JD will be reviewed on a regular basis.

Health & Safety

It is the responsibility of all employees to work with managers to achieve a healthy and safe environment, and to take reasonable care of themselves and others.



Specific individual responsibilities for Health & Safety will be outlined under key responsibilities for the post.

Equality & Diversity

It is the responsibility of all employees to support the NSVSS's vision of promoting a positive approach to diversity and equality of opportunity, to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply through the implementation of the Notts SVSS Equal Opportunities Policy.

Sex Discrimination Act (Sections 7(2) b and 7(2) e

As the post predominately involves the management of female young people who have been sexually assaulted it is a genuine occupational qualification under the Sex Discrimination Act, sections 7(2) b and 7(2) e that the post holder may only be female.

Data Protection Act 1998

Under provision of the Act, it is the responsibility of each member of staff to ensure that all data, whether computerized or manual, is always kept secure. This includes data relating to clients and other members of staff. Data must not be disclosed to any unauthorized person and must be always regarded as strictly confidential. Failure to adhere to this instruction will be regarded as serious misconduct and could lead to dismissal.

Confidentiality

The jobholder will be in possession of personal details of staff and clients and other confidential information. This must not be discussed or divulged to any unauthorized person. Any such instance would result in dismissal.

Rehabilitation of Offenders Act 1974

This post is subject to an exception order under the provisions of the Rehabilitation of Offenders Act 1974. This stipulates that all previous convictions, including those that are 'spent' must be declared. Previous convictions will not necessarily preclude an individual from employment within the NSVSS but must be declared in writing at the appropriate stage during the recruitment process.

All the above activities are governed by the operational policies, policies and procedures and standards of the NSVSS as well as legislation and professional standards and guidelines.



As a term of your employment with the NSVSS, you may be required to undertake such other duties commensurate with your grade and/or hours of work at your initial place of work or at any of the NSVSS's establishments, as may reasonably be required of you.

NOTE: This is a description of the job as it is presently constituted. It is the practice of the NSVSS to regularly examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by the CEO and the Board of Trustees. You will, therefore, be expected to participate fully in such discussions and, in connection with them, to assist in the re-writing of your job description to bring it up to date if this is considered necessary or desirable. It is NSVSS's aim to reach agreement on reasonable changes, but if agreement is not possible NSVSS reserves the right to insist on changes to your job description after consultation with you.

Supporting Survivors of Rape and Childhood Sexual Abuse

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