

JOB DESCRIPTION

ISSUE DATE:	November 2025
JOB TITLE:	Counsellor/Therapist
RESPONSIBLE TO:	Clinical Lead, 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, RSVs, EMQ/YPSAS Team, Admin/Financials Team, Operations Manager and Contracts Lead, CEO
MAIN PURPOSE:	To provide face to face counselling and participate in the provision of the counselling service.

Major Tasks:	Role:
1. Job Purpose	• 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 Lead Therapist in 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 engage in multi-agency working through collaborative relationships with relevant organisations. • To work within the framework of the Centre's Equal Opportunities Policy. • To undertake all other duties as reasonably requested.
2. Counselling Service	• To deliver a high-quality counselling service to survivors of sexual violence (aged 16+) 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 • Liaise effectively with key personnel and colleagues to contribute to the safe and productive day to day running of the counselling service • 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 NSVCS's Policies, Procedures and Protocols at all times and work in accordance with the 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