**VOLUNTEER/TRAINEE COUNSELLOR – PERSON SPECIFICATION**

**Essential**

* To be on/have completed a Level 4 or above counselling course (Diploma/PG Dip//Masters)
* To have a minimum of 50 hours clinical experience
* To be able to manage casework/work to specific guidelines.
* To have a strong psychodynamic understanding and willingness to work within that modality.
* To have an understanding of the importance of supervision and showing the willingness to learn.
* An ability to reflect on clinical practise and respond to and work on feedback.
* To be able to work as part of a team.
* To have an understanding of counselling work and the importance of boundaries.
* To have an awareness of and commitment to adhere to the BACP’s Ethical Framework.
* Be able to and understand the importance of completing paperwork, data input as required by the Guild in a timely and organised fashion.
* Show an understanding of the impact of difference and diversity in therapeutic relationships.
* To have experience of personal therapy.
* Show awareness of a wide range of presenting issues

**Desirable**

* To have experience of working with people from a variety of backgrounds.
* To be able to integrate theoretical knowledge with practice.

**Volunteer / Trainee Counsellor – Role Description**

In order for the counselling service to run as efficiently as possible, and for ethical standards to be maintained, Wimbledon Guild Talking Therapies requires a firm commitment from counsellors to fulfil these requirements:  
***Placement requirements***Trainee counsellors are required to:

* Be a member of/applying to a professional body such as BACP, UKRC, UKCP, BPS etc
* Commit themselves for a minimum of 18 months.
* See up to 3 clients per week, as agreed with their supervisor. Clients will be allocated by the Counselling Manager.
* Attend fortnightly supervision
* Be able to and understand the importance of completing paperwork/data input as required by the service in a timely and organised fashion. To follow Wimbledon Guild policies and Procedures
* Be in personal therapy (min. once a week)
* Conduct themselves in a professional manner at all times.

***Probationary Period/Contract***Trainee counsellors are expected to:

* Attend an Induction Day before starting counselling work.
* Sign a Statement of Expectations between themselves and Wimbledon Guild, and a Placement Agreement between themselves, Wimbledon Guild and their training institute.

***What Trainee Counsellors can expect from Wimbledon Guild***

Trainee Counsellors can expect Wimbledon Guild to provide:

* Access to and support from the Counselling Manager and Administrative team.
* Fortnightly clinical group supervision.
* Access to four Volunteer training days/team meetings a year. We expect an attendance of at least 50% as the training provided can add significantly to the trainee counsellor's personal awareness and professional development.
* Access to reduced price CPD events run by Wimbledon Guild Training
* Regular reviews and evaluation of their work.
* An environment working towards non-discriminatory ways of working, where difference is respected.
* A professional and welcoming environment in which to work.
* The Counselling Manager and Administrator is responsible for anything in relation to the counselling and supervision services, e.g. recruitment, training, supervision of the supervisors, general management, etc.
* A reference, if required, on leaving Wimbledon Guild, if the placement is deemed satisfactory.