

SHEFFIELD FUTURES JOB DESCRIPTION

Job Title:	Counselling Co-ordinator
	SP 23
Department/Site Location:	Star House
Report To:	Head of Delivery & Development
Responsible For	Counselling Team
Version Date:	August 2021

Job summary:

The purpose of this role is to contribute to the development of Star House as a hub of integrated young people's services, focusing on Door 43 health and wellbeing services.

In conjunction with the Social Prescribing & Wellbeing Co-ordinator, deliver the Youth Information and Counselling Service (YIACS) model, including planning, communication, performance management, risk analysis, monitoring and evaluation. The post holder will support the development pathways and processes which enable young people to access a variety of support with specific focus on emotional health and well-being.

Key Responsibilities:

Operational

- Ensure the effective delivery of Door 43 provision at Star House and outreach, working closely with Sheffield Future's social prescribing delivery and wellbeing offer.
- Oversee referral and allocation process, utilising therapeutic knowledge to determine the most appropriate intervention for young people
- Utilise screening and assessment tools and systems in line with health and social care systems.
- Support the online platform delivery arm of YIACs in partnership with other key stakeholders to embed within the delivery model.
- Support the development of health and well-being practitioner networks across Star House and community hubs.
- Ensure flexible delivery to provide services for young people when they need them.
- Ensure accurate recording of activity to monitor current delivery and inform future commissioning
- Use robust evaluation systems to demonstrate impact for different funders.
- Develop and contribute to other health related pathways as requested through YIACS.

Business & Relationship Management

- In co-ordination with the Social Prescribing & Wellbeing Co-ordinators, represent Sheffield Futures to promote the YIACS model and support development of new opportunities for delivery
- Maintain and develop relationships with all key operational partners to ensure effective management of the Delivery Plan
- Regularly reporting on progress to project partners
- Engage with partner agencies to support the YIACS model sustainability

People Management

- Manage and provide case supervision for Counselling team
- Facilitate peer supervision for the Counselling team
- Support wider Door 43 wellbeing team in absence of coordinator

Communications

- Ensure effective communications across operation partners and stakeholders
- Prepare high quality reports outlining impact and continuous improvement initiatives and partnership approaches for a variety of audiences

Finance & Resources

- Ensure timely narrative and financial reporting to comply with stakeholders' requirements
- Manage and monitor overall expenditure on relevant programmes
- Any other financial duty or responsibility that may be required in view of changing service obligations

General

- The post holder must promote equality of access and take every opportunity to encourage participation from seldom heard and marginalised group
- Ensure the effective engagement of young people in service design, delivery and evaluation
- The post holder is required to carry out their duties and responsibilities at all times with adherence to Sheffield Futures policies and procedures, in particular those relating to equality and diversity, dignity and respect, Safeguarding and Health and Safety
- Ensure confidentiality around service users and staff members is maintained at all times
- ***Whilst this post is based at the city centre Hub, there will be a requirement on occasion to work at other locations as determined by the duties of the post***
- The post holder will be required to attend training courses, conferences, and other meetings. The nature of the work will involve the post holder working hours outside the normal working week, including occasional weekends
- This job description is not inflexible and may change as the project progresses

Person Specification – Mental Health Counselling Co-ordinator		
	Essential	Desirable
Qualifications / Training	<p>Qualified to degree level or equivalent</p> <p>Diploma / Advanced Diploma in Counselling or other equivalent therapeutic training</p> <p>Accreditation in BACP or other professional body</p>	<p>Management and / or project management qualification</p> <p>Specialist IAPT training</p> <p>Diploma in Supervision</p> <p>Training in other therapeutic models</p>
Experience / Skills and Specialist Knowledge	<p>Understanding of support required by vulnerable young people and an understanding of the issues that face young people and their families</p> <p>Experience of working in a performance managed environment</p> <p>Understanding of young peoples health & social care systems and pathways locally and nationally</p> <p>Demonstrable experience of developing and managing projects / initiatives involving multiple stakeholders</p> <p>Understanding of Safeguarding procedures and referral processes; health & safety procedures and requirements including robust Risk Assessments</p> <p>Understanding of transition pathways for young people up to age 25</p>	<p>Relationship management</p> <p>Procurement / commissioning experience</p> <p>An understanding of the evidence base for effective practice in building services based on the needs of young people</p> <p>Experience of financial and budget management</p> <p>Understanding of local development in children’s services including transition points in to adult services</p> <p>Experience of managing teams of people in a health, youth, education or social care environment</p>

Special Aptitude / Ability	Be able to prioritise workload, multi task and deliver to timescales A team player with good interpersonal skills, enthusiasm and a flexible working approach. The ability to understand and liaise with partners and stakeholders, demonstrating creativity, problem solving and conflict resolution skills. Be able to maintain strict confidentiality Results driven and proactive in your approach	
Communication	Excellent interpersonal, written, verbal and IT communication skills Influencing, persuading, coaching and negotiating skills Ability to liaise and engage with organisations in the third, private and public sector Significant experience of communicating at different levels and presenting reports to senior management	
Equal Opportunities	Demonstrate commitment to and understanding of Equal Opportunities in relation to this project, with the ability to incorporate this into all aspects of delivery	

Jobholder Signature: _____

Immediate Supervisor/Manager Signature: _____

Date: _____