



**AYRSHIRE
CANCER
SUPPORT**

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Children & Young People

Recruitment Pack

Counselling Practitioner

Therapeutic Service

November 2022

Dear Candidate...



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Thank you for your interest in the role of Counselling Practitioner. Ayrshire Cancer Support has operated since 1982, providing emotional support and practical help to those affected by cancer; this role will allow us to extend the support we offer.

An incredibly exciting opportunity has arisen within Ayrshire Cancer Support for a qualified and experienced Counselling Practitioner to deliver high-quality emotional, social and practical support to adults, young people and their families who are affected by cancer.

Our vision is to deliver a person centred, accessible wellbeing service, with a holistic approach, providing support to meet the needs of adults and young people affected by cancer, through their own diagnosis or that of a significant person in their life.

A knowledge of the impact of cancer on families, together with the experience and confidence to undertake work with adults and young people is essential.



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About Us...



Our aim is to improve the quality of life of those living with or affected by cancer and ensure that help is readily available throughout Ayrshire for those who need it. We provide practical and emotional support for people affected by cancer, delivering a wide range of services which are available free of charge.

Our Services



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Therapeutic Services

We offer a range of free therapeutic services.

Counselling allows individuals to share their thoughts and feelings with a sensitive and responsive listener.

Complementary therapies can greatly enhance the individual's quality of life and may help to relieve the symptoms of cancer and its treatment.

Information sharing and group support can offer guidance and support on how to cope with cancer, side effects and bereavement.

Hospital Transport Service

Our Hospital Transport Service is staffed by amazing volunteer drivers who collect patients from their homes, safely transport them to hospital for their treatment and take them home again after treatment.

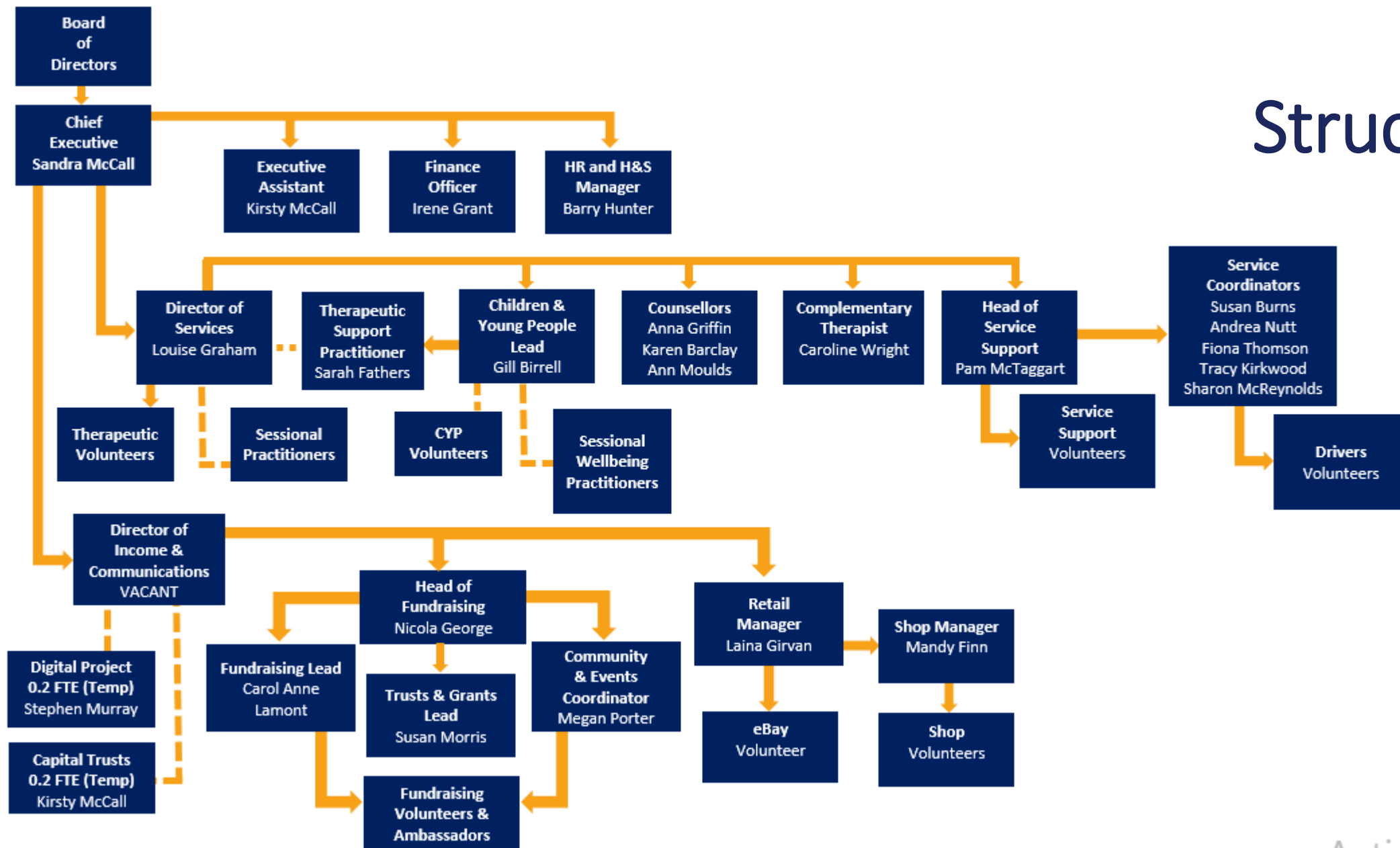
This is free to access and despite the challenges of covid we have continued to deliver this service throughout the pandemic.

Support Centres

We have an established centre in Kilmarnock and have purchased a new centre in Prestwick Road, Ayr, which will be refurbished to the same high standard.

Our new Ayr centre will be the main base for the children and young people service however will also provide valuable support to adults.

Our Structure



The Counselling Practitioner will report to the Director of Services



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Counselling Practitioner

Location	Kilmarnock and Ayr Centres with travel required across Ayrshire.
Salary	£22,800 - £30,100.
Hours	37.5 per week (Mon – Fri) We may consider requests for part-time working on a pro-rata salary basis Evening and weekend work may be required on occasion.
Reports to	Director of Service.
Holiday	35 days inclusive of Bank Holidays.
Entitlements	Employer contribution pension. Corporate Health Plan.

Key Responsibilities and Tasks



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- Develop relationships with individuals in order to understand and assess their needs in terms of cancer support.
- Undertake specific counselling work with adults, young people and their families.
- Provide person centred approach.
- Deliver interventions on a one-to-one basis or in a group setting.
- Facilitate family events and workshops.
- Deliver interventions which empower individuals, support them to become more resilient and promotes positive emotional wellbeing.
- Work with Health, Education, Social Care and other professionals as required.
- Maintain effective records and casework notes in accordance with Ayrshire Cancer Support policy, and professional good practice and guidelines.
- Signpost individuals to appropriate community resources.
- Evaluate service delivery/effectively measure outcomes.
- Maintain open and honest communication with the individuals you support, your colleagues and partner agencies.
- Promote equality, diversity and inclusion in all the work we do.
- Take responsibility for your own professional & personal development through performance and development reviews and attending relevant training.
- Attend team meetings, therapeutic meetings and supervision as appropriate.
- Ensure that all relevant codes of practice and regulations are upheld.
- Support the fundraising team with funding proposals and reporting for evaluation purposes.
- Work as part of a team and support colleagues in other functions within Ayrshire Cancer Support as required in order to deliver business objectives.
- Ensure that all duties are carried out within Ayrshire Cancer Support's policies and procedures.
- Carry out other duties commensurate with the position/team as requested.



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Person Specification

Essential Skills and Behaviours

A counselling qualification, accredited and registered with a recognised regulatory body.

Knowledge and understanding of adult & child protection and safeguarding.

A commitment to ongoing development, actively engaging in training relevant to the role.

A commitment to working effectively as part of a team.

Excellent verbal and written communication skills.

An awareness of mental health issues.

Being open to new methods of online, web-based support and a range of health promotion activities.

An understanding of infection prevention and control for cancer patients.

Knowledge and understanding of equality, diversity and inclusion.

An understanding of the principles of information sharing and data protection.

Competent IT skills including using Microsoft Office and digital communication platforms.

An understanding of Health and Safety in the workplace and safe working practice.

A full driving licence due to the geographical remit of the service.



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Person Specification

Essential Experience

Demonstrable professional experience of developing meaningful relationships and engaging with individuals in a person-centred way.

Providing counselling and other therapeutic support to adults and young people.

Delivering group work.

Experience of cancer support.

Experience and knowledge adults and young people's emotions and responses to serious illness and death.

Demonstrable experience of communicating effectively with individuals you support, colleagues and other professionals.



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Person Specification

Desirable

- A qualification related to supporting children and young people.
- Experience of supporting individuals through loss and bereavement.
- Experience of delivering creative therapeutic interventions.
- Experience of contributing to funding proposals and evaluation.
- An understanding of Trauma Skilled Practice.

Other Requirements

- Commitment to the values of Ayrshire Cancer Support; delivering Care, Compassion and Kindness with Integrity.
- Provide support within Ayrshire Cancer Support centres, the community and schools, as required.



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Confidentiality, Data Protection and Safeguarding

We value those we support and our team members who allow us to deliver that support.

Confidentiality is of utmost importance; our expectation is that you will adhere to Ayrshire Cancer Support's policies and procedures in relation to confidentiality, consent and information sharing.

Your privacy is important to us, by submitting the information required in the application process you consent to all your data being processed under the relevant provisions of current Data Protection Acts, and any subsequent changes to Data Protection Acts. Our Privacy Notices are available to view on our website www.ayrshirecs.org

Ayrshire Cancer Support is committed to safeguarding and protecting the welfare of vulnerable adults, children and young people and expects all staff and volunteers to share this commitment. A satisfactory Protection of Vulnerable Adults/Children (PVG) will need to be completed prior to commencement of employment and safeguarding training relative to role will be required.

How to Apply



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The deadline for applications is Thursday 15th December 2022.

To apply, please request an Application Form from HR@ayrshirecs.org

If you would like to discuss the role or the option to explore part-time working, please contact

Louise Graham, Director of Services by telephoning 01563 538008.



Registered Charity Number SC016098

