

PERSON SPECIFICATION : VOLUNTEER STUDENT COUNSELLOR

Your application will be judged and shortlisted on the following criteria. Please check that all criteria areas have been covered.

CRITERIA	Essential	Desirable	Have you met the criteria
Skills/Abilities			
Good self-management skills/ability to work independently and as part of a team.	*		
Good oral and written communication skills	*		
Word Processing and Data Entry Skills	*		
Knowledge			
Knowledge of BACP Code of Ethics	*		
An understanding of mental health issues	*		
Knowledge of a range of mental health services		*	
Qualifications/Education/Training			
UK recognised Counselling/Psychotherapy Accreditation (can be working towards)	*		
Willingness to continue training and updating service	*		
Experience			
Completed a Level 2 and 3 in counselling skills or similar qualification experience	*		
Working experience with mental health service users		*	
Working in partnership with voluntary sector and other agencies		*	
Other Requirements			
Non judgemental	*		
Commitment to equality and empowerment of others	*		
Enthusiasm for developing all aspects of service		*	
Self motivated		*	

Your interview will be judged on the following criteria.

CRITERIA	Essential	Desirable
Skills/Abilities		
Planning and organisation of Counsellor's service	*	
Ability to assess needs of the client	*	
Ability to maintain statistics and records for monitoring and evaluation	*	
Good observational skills	*	
Good listening skills	*	
Assertiveness	*	
Knowledge		
Ability to share expertise within parameters of confidentiality	*	
An understanding of mental health issues	*	
Understanding of vulnerable adult issues / procedures (training can be given)		*
Knowledge of a range of mental health services		*
Qualifications/Education/Training		
Working experience with mental health service users		*
Working in partnership with voluntary sector and other agencies		*
Other Requirements		
Energetic	*	
Flexible in working practice and hours	*	
Ability to promote service	*	
Non judgemental	*	
Commitment to equality and empowerment of others	*	
Enthusiasm for developing all aspects of service		*
Self-motivated		*