

YMCA
DOWNSLINK GROUP

Application Pack



22 June 2020

Dear Applicant,

Re: School Counsellor APC West Sussex (different locations available)

Thank you for your interest in the above post.

Enclosed is a job pack containing the following:

- ▶ Welcome to Applicants
- ▶ The YMCA Movement & Our Vision
- ▶ About Us
- ▶ Job Profile
- ▶ Person Specification
- ▶ Principal Terms & Conditions
- ▶ Our Structure
- ▶ Policy on the Recruitment of Ex-Offenders

I have also enclosed an application form for your completion. Please be aware that the closing date for this vacancy is **Friday 10 July at 9am** and the interview date is **Wednesday 15 July 2020**

Please return email applications to recruitment@ymcadlg.org or hard copies by hand or post to **Human Resources, Reed House, 47 Church Road, Hove, BN3 2BE.**

We look forward to receiving your completed application. If you have not heard from us within 2 weeks of the closing date, please assume that your application was not successful on this occasion.

YMCA DownLink Group requires all staff and volunteers to be committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.

Successful applicants are required to undertake an Enhanced Disclosure via the Disclosure and Barring Service (DBS).

Yours faithfully,

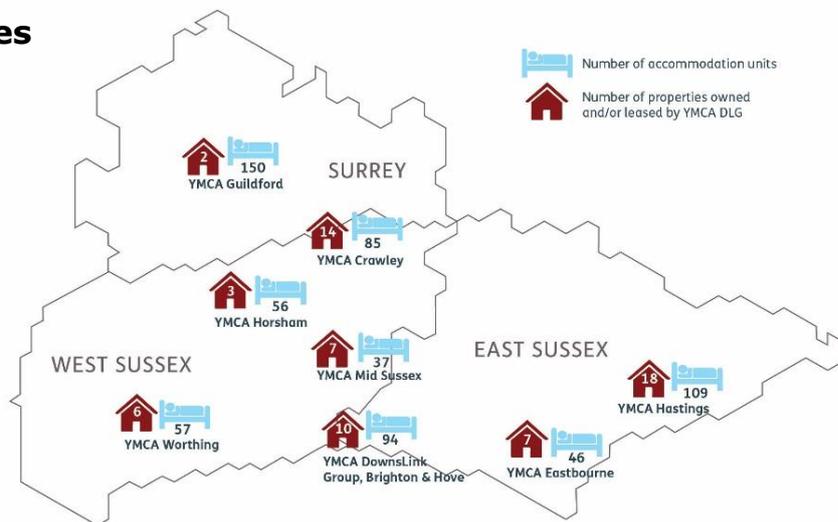


Charley Roberts
Recruitment and HR Systems Coordinator

Welcome to Applicants

Thank you for your interest in this role and I hope you find this pack and our website www.ymcadlg.org answer your questions. You probably will have heard of YMCA, the largest and oldest youth charity in the world but you may not have heard about us. YMCA DownsLink Group is a grouping of local YMCAs across Sussex and Surrey, who over the past seven years have taken the decision to work more formally together to increase the capacity and impact of YMCA work in the region. Our last merger was in June 2018 when we welcomed Eastbourne & Wealden YMCA into the organisation. We took our name from a well-known bridle path that connects the South and North Downs called the Downs Link Way, following the merger of Sussex Central YMCA and Guildford YMCA in 2014. So, while we have a long heritage, we are a young and ambitious organisation. This creates opportunities that I hope you will relish.

Our localities



Our projects

- 
YMCA SAFE SPACE
 Support and first aid for people intoxicated, distressed or injured during a night out
- 
YMCA WISE PROJECT
 Supporting children and young people to stay safe in their relationships
- 
YMCA ENGAGE
 Providing meaningful activity for older adults whilst training young people in a care specific coaching environment
- 
YMCA RIGHT HERE
 Young people promoting health and wellbeing through education, campaigning and influencing
- 
YMCA YAC
 Advice and support for young people aged 13-25
- 
YMCA CHAPLAINCY
 Providing a non-judgemental space to discuss, explore, listen and support
- 
YMCA EDUCATION & TRAINING
 Enabling young people to achieve their full potential
- 
YMCA POSITIVE PLACEMENTS
 Supporting young people in their journey towards education, employment or training
- 
YMCA CAFÉ
 A great place to eat, relax and meet up with friends
- 
YMCA DIALOGUE
 Counselling and therapeutic support for children, young people and families
- 
YMCA SOCIAL ENTERPRISE SERVICES
 Grounds maintenance, landscape gardening, painting & decorating and handyman

We believe that the work of the YMCA is transformational, and our vision is built on transforming young lives. At YMCA DownsLink Group our work is targeted towards young lives on the fringes of our society with the aim of helping them to *belong, contribute & thrive*. Our services are focused on five key themes:-

1. *Helping young people belong in the local communities they live in*
2. *Supporting wellbeing in young lives*
3. *Keeping children & young people safe*
4. *Helping young people achieve*
5. *Empowering young people to influence*

Last year our services reached over 13,000 young lives across Sussex & Surrey. We are an ambitious organisation committed to further increasing our reach and the impact of our work.

I hope that you are sufficiently interested to read on and find out more about YMCA DownsLink Group and this role. I look forward to receiving your application and wish you well.

I welcome your interest.

Chas Walker

Chas Walker
CEO, YMCA DownsLink Group



The YMCA Movement

YMCA

The YMCA is the largest and oldest youth charity in the world. It is a global, faith-based movement responding to the needs of young people around the world. From its humble beginnings in the City of London in 1844, the YMCA has grown to become a worldwide organisation reaching over 55 million members in 119 countries. As the founding 'country', YMCA England & Wales plays an important role in the worldwide movement and as a local YMCA we are committed to be an active member of the YMCA movement nationally and internationally.

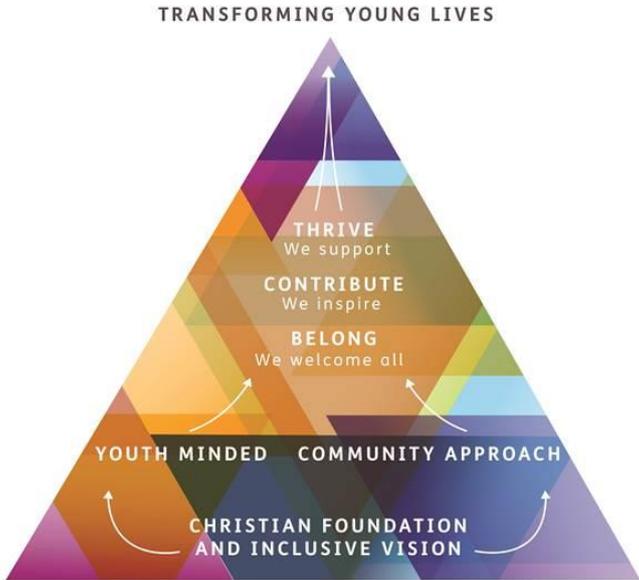
YMCA England & Wales

The YMCA Movement in England, Wales is a federation of over 112 YMCAs that work across 740 recognised communities in England & Wales. Each YMCA is an independent, self-governing charity that affiliates to the YMCA Federation. [YMCA England & Wales](#) supports and facilitates the work of the Federation providing the YMCA with a national voice in supporting the YMCA vision of *transforming communities, so all young people can belong, contribute & thrive*. It also supports YMCAs by promoting high standards of working, sharing best practice, fundraising on their behalf, partnering with them to pilot new projects, and providing training opportunities for their staff and volunteers.

Our Vision

Our vision is of an inclusive Christian movement transforming communities so that all young people can belong, contribute and thrive.

You will need to demonstrate a commitment to our aims and ethos, but **do not have to be a practicing Christian to be part of our organisation**. We value diversity in our staff team to reflect the people that we work with and our aim to be inclusive and celebrating diversity.



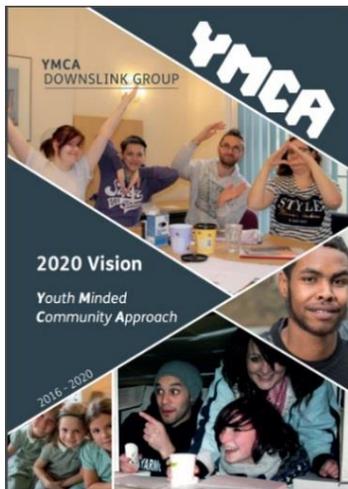
About Us



YMCA

YMCA DownsLink Group has approximately 400 staff and 150 volunteers and our current turnover is £12million. On an annual basis, we accommodate over 900 young people every year, provide community-based support, learning and advice services to over 5,000 young people and our specialist therapeutic services work with over 7,000 children, young people and families. *To read our latest Snapshot and find out more about our work last year, please [click here](#).*

YMCA DownsLink Group has an ambitious vision for the future which we launched in 2016 as our 2020 Vision with its aim to help transform us into a **Youth Minded Community Approach** organisation.



We want to be an organisation that is strongly rooted in the local communities in which we work, reflecting the 'DNA' of the YMCA that we are a ground up rather than top down Movement, where YMCAs come out of and are supported through local communities. Our aim is to grow the number of local YMCAs that YMCA DownsLink Group can support across Sussex and Surrey.

Alongside the local approach we also want to be an innovating organisation, developing specialist services that support our vision of young people belonging, contributing and thriving. So, we have continued to invest in 'signature' YMCA programs such as YMCA Dialogue, our counselling and wellbeing services, YMCA WiSE, our specialist exploitation service and many more. To find out more about our 2020 Vision please [click here](#).

For examples of our work with young people and the impact it has, please [click here](#)



JOB PROFILE **APC West Sussex**

Reporting to
Service Area
Location

THERAPEUTIC SERVICES MANAGER
THERAPEUTIC SERVICES - DIALOGUE
WEST SUSSEX

Job Purpose

YMCA Dialogue is a BACP Accredited service, providing counselling services in schools since 1994. Dialogue has built an excellent reputation with schools, professionals and commissioners and the service has developed and expanded over the years, now operating across Brighton & Hove, East and West Sussex, and Surrey.

The role of School Counsellor is to establish and manage an easily accessible, ethical counselling service within the school setting and provide a high standard of clinical counselling provision to children and young people.

Responsibilities

1. To work within all YMCA DLG policies and procedures at all times and to abide by the Code of Conduct.
2. To work at all times within the BACP Ethical Framework for the Counselling Professions.
3. To maintain individual membership of the BACP and to become a Registered Member (or other professional body such as HCPC).
4. To attend YMCA DLG mandatory training and abide by our policies and procedures on Safeguarding, Health and Safety and Equality and Diversity
5. To attend continuing professional development and training events and be committed to team events
6. To carry out initial clinical and risk assessments and establish appropriate referral pathways with other services where appropriate. To continually assess risk throughout each student's counselling.
7. To follow YMCA Dialogue safeguarding procedures; to know who the School's Designated Safeguarding Officer/s is and how to contact them when a safeguarding concern arises; to discuss safeguarding concerns with a TS manager and to take safeguarding concerns to clinical supervision.
8. To run a suitable appointment system flexible to the needs of the school, offering students appropriate assessments and counselling appointments; and to manage the tight time boundaries of the role and the often complex and varied workload. To liaise with school staff over referrals, waiting lists and appointments.
9. To connect with external mental health pathways to support children and young people e.g. wellbeing services, Primary Mental Health Workers, CAMHS, GPs.

- 10.To attend regular line management meetings with the Therapeutic Services Manager
- 11.To bring any areas of concern to the TS Manager. To consult with the TS Manager if the school asks for services in addition to the individual face-to-face counselling.
- 12.To attend regular clinical supervision with the assigned Dialogue clinical supervisor. To not take Dialogue client work to any other clinical supervisor.
- 13.To keep suitable case records according to Dialogue policy, legal and other requirements, ensuring that all project case records and files are maintained and securely held
- 14.To carry out administrative tasks associated with the counselling service; including monitoring and evaluation tools.
- 15.To take part in and encourage service user participation in accordance with YMCA DLG policy.

Nature and Scope

To work with initiative to develop and represent the service within the school. To promote the service to school staff; this may involve attending staff meetings and/ or school assemblies to talk about the counselling role.

To provide ethical, professional counselling/therapy to children and young people in the school setting. To be able to provide creative therapies to meet individual children's and young people's needs e.g. art, play, activities, sand tray, puppets.

To establish good professional working relationships with key school staff. This will include discussion of referrals, managing a session timetable within the school day and agreeing a process for students coming to and from sessions.

To liaise and communicate with other professionals working in the school (e.g. PMHW) on a regular basis, to build and develop relationships and to ensure good co-ordination of the service.

The counselling model for primary age children requires the Dialogue counsellor to meet with parents/carers before their child's counselling begins and again to review the work at the end.

To sign-post parent/carers where appropriate to other services and to liaise with parents/carers to support the work with the child.

Person Specification

Experience

- ▶ Individual counselling with children and or young people to include working with risk
- ▶ Working creatively in sessions, as well as 'talking therapies' e.g. play, art, sand tray
- ▶ Working in a school
- ▶ Responding to, managing and referring safeguarding issues
- ▶ Working in a multi-agency setting
- ▶ Working independently as well as in a team
- ▶ Working with time limited counselling
- ▶ Experience of being in counselling yourself
- ▶ Experience of working with challenging behaviours

Skills & Abilities

- ▶ Excellent interpersonal attitude; verbal communication and written skills
- ▶ IT competent and confident

Qualifications & Training

- ▶ Counselling or Psychotherapy qualification, minimum Level 4 and ideally Level 6
- ▶ BACP Membership; BACP Registered or Accredited. Or other professional body e.g. HCPC
- ▶ Evidence of continuing professional development

Knowledge

- ▶ A demonstrable understanding of Safeguarding Children
- ▶ A sound understanding of child development theory
- ▶ A sound understanding of Attachment theory
- ▶ An understanding of equal opportunities as it applies to the context of this post
- ▶ Knowledge of local statutory and voluntary agencies

General

- ▶ A commitment to the Aims and Purposes of YMCA DLG.

Principal Terms & Conditions

1. Salary and benefits

£29,670 per annum (pro-rata for part-time), plus the following benefits:

- ▶ Competitive stakeholder pension with Legal and General
- ▶ Health Shield cash plan: covers the cost (up to an agreed limit) of health and well-being treatments
- ▶ Life assurance policy: 2x annual salary
- ▶ Company sick pay (up to 5 days in first 6 months, up to 10 days in first year, and up to 20 days after 1 years' service. Pro-rated for part time staff)

2. Holiday entitlement

5.65 weeks per year (including bank holiday entitlement)

(pro-rated for part time staff)

Annual leave must be taken during school holiday periods.

3. Contract Type

This is a fixed-term post until 31 July 2021

4. Working hours

- ▶ **Crawley - 5 hours a week**
- ▶ **Worthing - 5 hours a week**
- ▶ **Littlehampton – 9 hours a week**
- ▶ **Chichester – 3 hour a week**

You can apply to one or more posts. Please indicate preferences on your application form

5. Probation

There is a six-month probationary period

Policy on the Recruitment of Ex-Offenders

YMCA DownsLink Group actively promotes equality of opportunity for all, with the right mix of talent, skills and potential, and applications are welcome from a wide range of candidates.

We undertake not to discriminate unfairly against any applicant on the basis of a criminal record or other information revealed. Criminal records and other information will be taken into account for recruitment purposes only when they are relevant.

We select all candidates for interview based on their skills, qualifications and experience. We ask all applicants called for interview to provide details of their criminal record. Depending on the nature of the position applied for, YMCA DownsLink Group may request details of your entire criminal record or only of 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

We request that this information is sent under separate, confidential cover to a designated person within YMCA DownsLink Group and we guarantee that this information is only seen by those who need to see it as part of the recruitment process. We would point out that for the successful candidate, this information will be verified by requesting a Disclosure¹ statement from the Disclosure and Barring Service before the appointment is confirmed.

Failure to reveal information that is relevant to the position sought could lead to withdrawal of an offer of employment or subsequent dismissal.

We ensure that all those in YMCA DownsLink Group who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matters that might be relevant to the position.

For those positions where a Disclosure is required, application forms and guidance notes will contain a statement that a Disclosure will be requested in the event of the candidate being made a conditional offer of employment.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with YMCA DownsLink Group. This will depend on the nature of the position and the circumstances and

¹ Applicants for certain positions who are made a conditional offer of employment will be subject to a criminal record check – known as a Disclosure – from the Disclosure and Barring Service

background of any offences. However, as the nature of the YMCA DownsLink Group's work brings its employees & volunteers into contact with young people (those under 18 years old) and/or vulnerable adults, a criminal record or other information which makes an application unacceptable for a position of trust will render the applicant unsuitable.

As an organisation using the Disclosure and Barring Service (DBS) Disclosure service to assess applicants' suitability for positions of trust, this policy complies with the DBS Code of Practice.

Declaration of Criminal Background & Guidelines for Working with Young People and/or Vulnerable Adults

The Rehabilitation of Offenders Act 1974 sets out to help people who have been convicted of a criminal offence and have not been convicted again in a specified period. This period is known as a rehabilitation period. Once a rehabilitation period has expired and no further offending has taken place, a conviction is considered to be 'spent'. Once a conviction is spent, the convicted person does not have to reveal it or admit its existence in most circumstances.

The Rehabilitation of Offenders Act 1974 (Exceptions Order) gives some exemptions from the Act, whereby details of 'spent' convictions have to be declared. One of these exemptions is working with young people and/or vulnerable adults. When recruiting people to work in such positions of trust an employer is entitled to ask for details of all convictions, spent and unspent.

If you are invited to an interview, please bring with you a completed Declaration of Criminal Background Form which is enclosed in this application pack. It asks for details of spent and unspent convictions, cautions, reprimands and final warnings. You should complete the form and place it in an envelope marked 'Private and Confidential', addressed to the Interview Panel. Your name should be clearly stated on the front.

The information relating to criminal convictions will only be seen by the interview panel if we are considering offering you employment. If you wish to discuss the information that you have given, please mention this to an interviewer. Having made its selection, the panel may wish to discuss any information given with you. Having a conviction will not necessarily bar you from consideration for the post. Criminal records will be taken into account only when they are relevant to the position for which you are applying. The information you provide will remain confidential.

If you are made a conditional offer, YMCA DownsLink Group will apply for an Enhanced DBS Disclosure depending on the nature of the job.

The DBS offers organisations a means to check the background of job applicants to ensure that they do not have a history that would make them unsuitable for the post. DBS Disclosures are provided by the Disclosure and Barring Service, an executive

agency of the Home Office. Enhanced disclosures provide details of a person's criminal record including convictions, cautions, reprimands and warnings; they also contain details from lists held by Government departments of those considered unsuitable for this type of work. Organisations using the DBS process must comply with the Code of Practice, a copy of which is available on request.

If you have any queries, please speak to a member of the HR team.