



ST JOHN'S COLLEGE CAMBRIDGE

**Further particulars for the post of
College Counsellor**

Requirement

St John's College wishes to appoint a College Counsellor on a permanent basis.

St John's College

St John's College was founded in 1511 and is one of the largest of the colleges in the University of Cambridge. It is a registered charity established for the advancement of education, religion, learning and research. The College is made up of academic Fellows, staff and both undergraduate and graduate students and is a very diverse, partially residential community with many members from overseas.

The College grounds extend to some 11 hectares and lie within the Cambridge Central Conservation Area. Both the River Cam and the Bin Brook run through the estate and the grounds lie within the River Cam floodplain area. They include a wide range of ornamental lawns, parkland recreation space, formal gardens, mature trees, the 'wilderness' area (a copse of large trees, shrubs, spring bulbs and a population of rare Martagon lilies), river embankments and a number of residential gardens attached to College houses. Some parts of the gardens were designed by Lancelot 'Capability' Brown in the 1770s and other parts by Thomas Sharp and Sylvia Crowe in the 1950s. The main site is Grade 2* listed on Historic England's Register of Historic Parks and Gardens.

Further information on the College can be found on the College website www.joh.cam.ac.uk.

Principal Responsibilities and Duties

Job title: College Counsellor

Department: Health Centre/Senior Tutor's Department

Responsible to: College Nurse and Senior Tutor

Job Purpose: To work as part of a multi-disciplinary team to promote the welfare of all students of St John's College by offering individual assessment, counselling sessions and group work to junior members identified and referred by the College Nurse. The role will also include the provision of advice and assistance to the College Nurse, Chaplain and Tutors to support their students.

Support Network: The College Counsellor is an important part of the College's Welfare Support Network. The post holder has access to support from a number of key people within the Support Network including the College Nurse, the Chaplain & Senior Tutor, the Welfare Tutor, the Dean of Discipline and the Honorary Medical Advisor. External support groups e.g. University Counselling Services and Disability Resource Centre are also available.

Principal Responsibilities

- 1) To provide individual assessment and consultation for Junior Members, concentrated mainly in Term at scheduled times to be agreed with the College Nurse & Senior Tutor. Term is defined for each academic term within the College Calendar of Events as approved by the University.
- 2) To be present in College on three days (17 hours in total) of the week during Term.
- 3) To manage the day to day delivery of the College Counselling Service, receiving referrals, responding to enquiries, triaging and arranging appointments. To keep publicity materials about the Service up to date (website and noticeboards).
- 4) To provide individual consultations comprising assessment by interview, brief applications of therapeutic interventions and/or onward referral, as appropriate, or to use specialist professional expertise and experience to offer short-term counselling.
- 5) To record notes electronically on the Health & Wellbeing Team database PPS.
- 6) In each counselling session the counsellor will:
 - i) assess complex presentations
 - ii) plan and deliver appropriate therapeutic counselling/CBT to a professional level, incorporating the opportunity for self-help, bibliotherapy or group therapy
 - iii) monitor progress and make adjustments to the therapeutic counselling as necessary
 - iv) the number of sessions will be determined by the particular needs of the client but generally will be limited to 6 sessions.
- 7) All work involving contact with Junior Members must take place on College premises, normally within the hours agreed by the College Nurse & Senior Tutor at (2) above.
- 8) To be available for consultation with the College Nurse, the Chaplain and Tutors themselves within the total hours, in order to provide them with support in pastoral and welfare matters that may arise in the course of their tutorial role with Junior Members, particularly during Term.
(Note: It is not intended that this availability should constitute an emergency or "on-call" facility).
- 9) The post holder should refer to professional supervision as necessary in respect of matters associated with individual Junior Members as required by professional bodies.
- 10) With the consent of the junior members and in their interests, the Counsellor may communicate with others involved in an individual's pastoral care or welfare, providing indications about the Junior Member's state of psychological well-being, general areas of concern, and use of support services, to the extent that they are known by the College Counsellor.
- 11) Junior members will be told at the outset that Specific detail of disclosures will be treated in absolute confidence unless the Counsellor becomes aware that a Junior Member presents a safety risk to him or herself or to others, this will override other considerations of confidentiality. The risk will be communicated to the College Nurse & Senior Tutor, the Chaplain and the Junior Member's General Medical Practitioner and the junior member will be informed that these steps have been taken.
- 12) To be aware of, and abide by, the ethical requirements of the professional body or bodies relevant to the post holder's qualifications.

- 13) To maintain current professional indemnity insurance at the post holder's personal expense.
- 14) To maintain an appropriate level of personal professional training and development, and a working awareness of matters relevant to young people's development.
- 15) To confer from time to time with the Senior Tutor/Tutors, Nursing staff and Chaplain and with the Welfare Group.
- 16) To attend weekly Health and Wellbeing team meetings during term-time to discuss the number of referrals, number of offers to be seen, how many students currently in counselling and the hours per student taken up; also to discuss any issues for improvement.
- 17) To prepare a college report annually, providing take-up statistics and trends for the academic year past.
- 18) To work with the Health and Wellbeing team and student welfare officers on student wellbeing initiatives and awareness raising activities.
- 19) To attend termly meetings of the College Counsellors' for peer support, information and advice.
- 20) To observe both the College Equal Opportunities and Health and Safety Policies at all times.
- 21) Any other duties and responsibilities consistent with the role of College Counsellor as may reasonably be requested from time to time.

Person Specification

Set out below are the qualifications, experience, skills and knowledge that are the minimum essential requirements for the role or are desirable additional attributes.

Education and Qualifications:

- Minimum of Postgraduate Diploma in Counselling or Psychotherapy.
- BACP accreditation or UKCP registration.

Relevant experience:

- Experience of counselling in a similar institutional setting
- Demonstrated experience of offering time-limited individual counselling
- Experience of working with young adults.
- Evidence of working autonomously and as part of a team
- Experience of contributing to staff training and development in mental health problems.

Specialist knowledge and skills:

- Expertise in the assessment of mental health needs and the assessment of risk.
- Good knowledge of appropriate referral pathways
- A thorough working knowledge of the Ethical Framework of the British Association for Counselling and Psychotherapy

Interpersonal and communication skills:

- The post-holder should have strong verbal, written and interpersonal communication skills.
- The post holder should be computer competent, in particular in the use of Microsoft Office and a willingness and ability to become proficient in the use of the College's Health database PPS.

Additional Requirements:

- Proven administrative skills; record keeping, note-writing, reports etc.
- Reflective practitioner

Terms and Conditions

Length of post:	Permanent
Salary:	Between £36,574.19 - £41,164.82 p.a. pro rata (depending on experience) plus benefits
Hours of work:	17 hours per week – term time only.
Location:	The role is based in Cambridge.

Contractual benefits include:

- Membership of a defined contributory pension scheme after a qualifying period
- Additional Christmas salary payment
- Annual leave of 36 working days (inclusive of Bank Holidays)

Other benefits include:

- Free lunch in the College's Buttery Dining Room (subject to a monetary limit)
- Access to a 'cash plan' healthcare scheme currently provided by Simplyhealth which provides some financial assistance towards the cost of everyday health expenses such as sight tests or dental check-ups (after a qualifying period)
- Free car parking close to the College (subject to availability)
- Free use of an on-site Gym
- Free life cover

The appointment will be subject to an initial probationary period of six months during which the appointment may be terminated by one month's notice on either side.

Recruitment Process

Please include in your application:

- A completed application form;
- A brief covering letter summarising why you believe yourself to be suitable for the role and why the role appeals to you;
- A full c.v.

Applications should be sent:

by email to: recruitment@joh.cam.ac.uk

or by post to: HR Department, St John's College, Cambridge, CB2 1TP

to arrive no later than **9:00 am** on **Monday 5 July 2021**. Interviews are expected to take place on **Tuesday 13 July 2021**.

In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and its Data Protection Policy. Please see attached for a copy of our Data Protection Statement for further information about how we process your personal data.