**RECRUITMENT PACK**

**1 x Online Counsellor**

**2 hours p/w Monday 6-8pm**

**£14 per hour**

**1 x Online Counsellor**

**2 hours p/w Saturday 3-5pm**

**£14 per hour**

**There are two different length self employed contracts, we are looking**

**to recruit for both contracts, you may apply for one or both and we will**

**make our decisions based on the best candidates**

**Closing Date – 14th May 2021**

We need to appoint for these roles as soon as possible and we may close applications before this date.

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# **Contents**

* Cover Letter
* Information about Emotional Wellbeing Group Ltd
* Job Descriptions & Person Specifications for posts
* Application Form and Equality & Diversity Monitoring Form

May 2021

Dear Applicant,

Emotional Wellbeing Group Ltd is a new Non-profit Organisation led by trained and experienced online relationship counsellors with a passion to support individuals and couples who may be experiencing relationship difficulties or mental health issues.

**Online Counsellors** – 2 shifts on Mondays and Saturdays, 2 hours on each shift. Working from home through our secure online platform, you’ll be joining a passionate organisation who want to put users at the heart of what we do.

This information pack provides more information about Emotional Wellbeing Group Ltd as well as the Job Description and Person Specification for the online counsellor role. To apply, please complete the application form and equal opportunities monitoring form at the back of this pack and return it via email to [emotionalwellbeinggroup@protonmail.com](mailto:emotionalwellbeinggroup@protonmail.com)

There is no need to return the whole application pack, just the application form and equal opportunities monitoring form.

Decisions about who to invite for interview will be based on the application form and how well someone demonstrates that they meet the person specification for the specific post. Therefore, it is essential that you complete the form fully and accurately, giving evidence of how you meet each point in the person specification and indicating your relevant knowledge, skills and experience.

# Email applicants will receive a confirmation of receipt. Successful candidates will be contacted as soon as possible.

We hope you will be interested in these posts. If you have any further questions please email [emotionalwellbeinggroup@protonmail.com](mailto:emotionalwellbeinggroup@protonmail.com) or visit our website for more information about our services.

Regards,

**Anna Palin-Swift**

**Director**

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| **Emotional Wellbeing Group** |

Founded in 2019 Emotional Wellbeing group may be a new organisation but it is built on over 50 years combined experience in relationship and online support

**ORGANISATIONAL VISION AND VALUES**

Our Mission

Most relationship support is currently private and this can mean that individuals and couples struggle to find the correct support, to find out what might be helpful for them and may not be able to afford ongoing help.

Our aim is to help people to have easy access to information, advice and support. To offer short term interventions to those in relationship distress or suffering from the mental health impacts due to covid-19. We are from the North West and believe that our community knowledge and experience is best served in the North West of England.

We want to be able to offer low cost and free access to services. We are currently offering email counselling at low cost but our mission is to offer a free live chat service that will connect instantly with a relationship counsellor. Whether Clients need a place to offload their thoughts, talk through a problem, gain some tools or interventions or want some guidance about further support we can help with a live chat. You can see more information in our objectives.

Our Vision

Our vision is a future in which strong and stable personal and social relationships are seen as the basis of a thriving society.

Our vision is a future in which healthy personal, social and family relationships are see as an integral part of prosperous and successful communities. We aim to be a part of increasing the awareness of the importance of relationships to the whole of society and increasing the access to support for all members of the community.

The Project

This recruitment drive is for 2 specific projects one funded by the national lottery and one funded by Cheshire community foundation. The role is temporary based on two different contracts, Monday 6-8pm will be on a 26 week contract starting on the 24th May, Saturday 3-5pm is on a 12 week contract starting on the 29th May.

We are happy to either recruit two counsellors, 1 counsellor to each project, or to have 1 counsellor apply for both. We will make this decision based on candidate availability.

The detail of the project are:

Live Chat –

Emotional Wellbeing Group Ltd aims to deliver early intervention support, including crisis management, to anyone over the age of 18 who is suffering distress within their relationships or who is suffering from mental health issues due to covid 19. This service is a digital service offering free 30 minutes instant message chats to individuals or couples who are experiencing relationship difficulties or mental health issuest as a result of the covid-19 pandemic.

We have a lot of research that shows that all members of the community benefit from having access to relationship support and information on relationship issues. Research shows that relationship breakdown and conflict results in not only mental health issues but also physical health problems, problems with being able to work or work efficiently and also mental and behaviours problems for children within their families. This phase of our project will run for 6 months and we will be promoting the service through internet adverts and social media. We will use this phase of our project to collect more data and experience to help us to expand this service and obtain future funding to hopefully continue offering this much needed service to England's communities.

Our aim initially is to focus on the mental health and relationship needs of community members who have been affected by COVID-19. We will not only be offering chats but also advice on our website and blogs surrounding mental health care, stress management, coping with isolation and depression, health related anxiety and many more related topics. we believe that the current crisis has highlighted the need for immediate remote support, there have been reports on the impacts of the current situation and the public’s mental health, relationship crisis will continue through these times and can in fact worsen with the stress anxiety and financial hardship that many will now face. Many individuals with disabilities will now be finding it harder to access face to face services and this is why a remote service will have a wide reach for our communities, even those individuals who have to isolate or shield.

Our Principles (We will)

* Keep things private and respect your confidentiality
* Listen to you in a way that is helpful and supportive
* Work hard to earn your trust rather than expect it
* Respect and understand your wishes and beliefs
* Be clear, honest and friendly
* Give you as much choice as we can
* Actively work together with you, rather than telling you how it is
* Support and challenge you to be the best that you can be

**WHAT WE DO**

From November 2020 we have a new project focusing on delivering free relationship support to individuals who have suffered relationship distress due to COVID-19. We are currently open 14 hours a week and are a team of 6 counsellors across these shifts.

We engage with users via our secure live chat platform which can be accessed on our website. Counsellors will offer 30 minute free chats to support individuals with their relationship distress.

The service will aim to provide :

Empathy

A listening ear

Guidance around communication

Support with relationship issues that have arisen as a result of COVID-19

Interventions where necessary

Signposting for other support or advice services

Safeguarding support where necessary

**Find out more at** [**www.emotionalwellbeing.uk**](http://www.emotionalwellbeing.uk)

**Interview**

Interviews will be a 2 stage process we will conduct a webcam interview under standard format, you will then take part in a 10 minute text based role play exercise with our clinical supervisor.

ONLINE COUNSELLORS

### Role Description

**Responsible to:** Online Counselling Manager

**Salary**: £14 per hour

**Contract:** Temporary

**Hours/Location**: 2 or 4 hours per week worked from home.

**Job Summary**: The primary focus of the post will be to provide online counselling to clients using Emotional Wellbeing Group’s online service. Your role will also include some administrative tasks, such as attending clinical supervision with the online Supervisor and writing or researching content for our website.

**RESPONSIBILITIES:**

1. To offer online counselling to individuals experiencing relationship distress due to COVID-19. This will be via our message based online platform.
2. To support new clients entering the service by responding to messages
3. To implement crisis and safeguarding procedures for online counselling clients where necessary.
4. To disseminate any outcome measures that may be required throughout this project.
5. To analyse and review the effectiveness of the online interventions provided through the service (i.e. review outcome measures and adapt work accordingly, explore this through supervision).
6. To attend regular online clinical supervision. Each month you will attend an individual online supervision session for one hour
7. To be available for online line management supervision, as well as other counselling service/agency meetings as appropriate and where possible within the hours available
8. To actively implement the Equality and Diversity Policy
9. To assist in other tasks within the project as necessary
10. Adhere to the code of ethics and practice currently adopted by EWG and British Association for Counselling and Psychotherapy in every respect to work to ensure the standards and reputation of Emotional Wellbeing Group Ltd
11. Maintain confidential records according to the data protection regulations and procedures
12. Always deal with clients in a friendly and professional manner with a focus on service effectiveness and customer care.
13. Work collaboratively with all staff to ensure the relationship counselling services are delivered in a coordinated, professional and efficient manner.
14. To offer counselling and signposting to clients.
15. Take responsibility for maintaining the requirements for registration with BACP or other recognised professional body as agreed with

ONLINE COUNSELLORS

### Person Specification

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|  | **ESSENTIAL** | **DESIRABLE** |
| **EDUCATION** | * Good communication skills, both written and verbal. | ‘A’ level standard |
| **TRAINING** | * Degree/Diploma in Therapeutic Counselling or Psychotherapy | * Training or experience of online counselling * Training in relationship support |
| **EXPERIENCE** | * Evidence of recent supervised counselling practice * Of networking with people from a wide variety of backgrounds * Experience with text based communication – professional or otherwise | * Experience of working with couples and/or relationships * Online counselling |
| **SKILLS** | * Ability to understand and accept accountability for casework * Ability to manage and contain anxiety * Ability to work in a small team * Flexibility * Capable of prioritising tasks and meeting deadlines * Efficient record keeping * Willingness to learn and use new technology * Ability to use text communication | * Basic word processing skills (Word) |
| **VALUES** | * Commitment to high standards of confidentiality * Commitment to equal opportunities * Basic DBS Clearance or willing to undergo |  |
| **KNOWLEDGE** | * The impact of COVID-19 on individual mental health and relationships and families | * Understanding of range of counseling theoretical perspectives and methodologies |

**We formed this organisation because of our passion for relationship support and our belief that more people should be able to access the right help. We are looking for candidates who will share in this passion and want to engage with us to make our services as user friendly as possible with the best outcomes for our clients.**

###### JOB APPLICATION FORM

##### PRIVATE AND CONFIDENTIAL

Please complete all sections in black ink or typescript

Please read the whole information pack before completing this form

CV’s are helpful in this process

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| --- | --- | --- | --- |
| **Post(s) Applied for**: | Online Counsellor | **Closing Date**: | Midday Friday 14th May 2021 |

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| **Surname:** |  | **First name:** |  |
| **Address:** |  | **Email:** |  |
| **Home Tel:** |  | **Mobile Tel:** |  |

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| Please specify the role and hours you are applying for | | |
| Monday 6pm-8pm on a 6 month self employed contract | Saturday 3pm-5pm on a 3 month self employed contract | Both contracts |

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| **Present Or Most Recent Post** | |
| **Name Of Employer:**  **Address** | |
| **Start Date:** | **End Date:** |
| **Job description and responsibilities** | |
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| **Employment History**: In chronological order from most recent  Please include any relevant unpaid work & account for any gaps in employment | | | |
| **Dates**  **From:** | **To:** | **Name of employer** | **Position held/ summary of duties** |
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| **Higher Education and Professional Training including Counselling Training, other Professional Education or Membership of Professional Associations e.g. BACP:** | | | |
| **Dates**  **From:** | **To:** | **College/Institution** | **Qualification/Training attended** |

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| **Person Specification** |
| Please read the person specification(s) carefully. For each post that you wish to apply for, please provide clear evidence of how you meet each of the requirements on the relevant person specification. *You may continue on supplementary sheets.* |
| **Anything else to add:** Is there anything else that you would like to tell us in connection with your application. |

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| As anyone can access this service there is always a possibility that you could have a chat with children, young people or vulnerable adults. Therefore posts within EWG are subject to Disclosure and Barring Service checks. Please note that the receipt of a form showing previous convictions/cautions /warnings will not automatically exclude someone from becoming a member of staff/a volunteer at “EWG”.Previous criminal recordswill be considered in relation to their relevance to the work/placement applied for, the circumstances of the offence and the length of time elapsed since the offence.  If you have any concerns about this part of the application form, please contact emotionalwellbeinggroup@protonmail.com |
| **Rehabilitation of Offenders Act (1974)** |
| Please give details of any unspent convictions, cautions, reprimands or warmings. |
| **Protecting Children** **& Young Adults** |
| Are you aware of any police enquires undertaken following allegations made against you, which may have a bearing on your suitability for this post? *If yes please give details:* |

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| **Additional Information** |
| Do you need a work permit to take up employment in the U.K.?  If offered employment you may be required to complete a Medical Questionnaire. Are you prepared to undergo a medical examination before starting employment if required? |

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|  | **Referees:** Please give details of two people that we may contact for references one of whom should be your current or most recent employer. | |
| Reference details | Reference 1 | Reference 2 |
| Name |  |  |
| Address |  |  |
| Postcode |  |  |
| Email |  |  |
| Tel |  |  |
| Job title |  |  |
| Company |  |  |
| Relationships to applicant |  |  |

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| **Declaration** |
| I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal. I understand these details will be held in confidence by the Company, for the purposes of ongoing personnel administration and payroll administration in compliance with the General Data Protection Regulations. I undertake to notify the Company immediately of any changes to the above details.  Given the nature of the job for which I have applied, I understand that any offer of employment will be subject to information on my criminal record being disclosed to the Company by the Disclosure and Barring Service.  Signed:  Printed:  Date: |

**Return completed Application and Equal Opportunities Monitoring form**

**by email to:** [**emotionalwellbeinggroup@protonmail.com**](mailto:emotionalwellbeinggroup@protonmail.com)

EQUALITY & DIVERSITY MONITORING FORM

**PRIVATE AND CONFIDENTIAL**

Emotional Wellbeing Group Ltd is committed to ensuring that all aspects of its services are accessible to the whole community. In order to monitor the implementation of our equal opportunities policy, all volunteers, management committee members and staff are asked to complete the details below. Completion of all or any part of this form is voluntary but we hope that you will feel able to provide the information requested as this is central to our monitoring procedures. These forms will not be used in any selection process and are strictly for monitoring purposes only.

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| **Date of Completion** |  | **Application Candidate No**  (for office use only) |  |

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| **Initials** |  | | **Date of Birth** | |  | |
| **Gender**  **(Please tick all that apply)** | Female  Male  Non binary  Trans  Intersex  Please write in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
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| **How would you identify yourself in relation to your cultural, ethnic or racial origin?**  **(Please tick any of the boxes below that apply)** | | | | | | |
| ***White***  White British  White Irish  White Other  ***Mixed***  White & Black Caribbean  White & Black African  White & Asian  White Other  ***Chinese*** | | | ***Black or Black British***  Caribbean  African  Other  ***Asian or Asian British***  Indian  Pakistani  Bangladeshi  Other  ***Any Other Background*** | | | |
| **How would you describe your sexual orientation? (Please tick one)** | | | | | | |
| Straight  Bisexual  Gay Lesbian  Asexual  Pansexual  Please write in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| **Are you registered disabled?** | | No  Yes | | **Registration Number** | |  |
| **If you are not registered disabled, do you consider yourself disabled in a way you would like us to know about?** | | | | | | |
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