



Recruitment Information Pack

Counsellor
(South Eastern Trust area)





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Introduction

Dear Applicant

Thank you for your interest in the role of

Counsellor (South Eastern Trust area)


at Cancer Focus Northern Ireland. This Information Pack includes information about Cancer Focus NI, sets out the process for recruitment and outlines the qualifications, skills and experience we are seeking.

Cancer Focus NI is a local voluntary organisation that aims to eliminate cancer, where possible, and reduce its impact on our society. We were Northern Ireland's first cancer charity and in 2019 we celebrated our 50th Anniversary. Since our founding we have had four main pillars of endeavour: **cancer prevention, services to people affected by cancer, funding local cancer research and campaigning and advocacy work.** While we have stayed true to our founding principles, how we have delivered on our mission has grown and developed over the years.

We invite you to read through this Information Pack and understand more about the role and the person we are looking for. If you wish to apply for this role, please ensure you submit an up-to-date, accurate copy of your CV and cover letter before the application deadline.

The change and impact we make is defined about how we work and what we value. If you feel you have the relevant skills, qualifications, experience and shared values base for this role, we would very much welcome your application.

Yours faithfully

A handwritten signature in black ink, appearing to read 'R. Spratt', followed by a horizontal line.

Richard Spratt
Chief Executive

Cancer Focus NI

Our Story to Date

Cancer Focus NI was established in 1969 initially to fund cancer research in Northern Ireland. The founding members very quickly realised that while local cancer research was needed, there was a similar pressing need to inform the public about the causes of cancer and how they could reduce their risk.

There were also people living with the disease for whom there were few options for support and advice. It was likewise recognised that to deliver real change we need effective public health policies and provision.

The four pillars of endeavour were thus formed and still shape our work today. The charity was originally called the Ulster Cancer Foundation. We changed our name in 2012.

In 2023, we launched our new five year strategy to support local people on their cancer journey. Our goal in the next five to seven years is to open five Therapeutic Support Centres in towns and cities across Northern Ireland.



Mission

Supporting local people on their cancer journey; we will work to reduce the risk, impact, and outcomes of all cancers.

Vision

We want people to live their most fulfilled lives with access to world-leading, equitable cancer support, treatment, diagnosis, prevention, and research.

Values

Our guiding principles will shape the future direction of our charity.

Innovative

We will develop a range of quality cancer support services and health improvement initiatives that are evidence-based and pioneering.

Compassionate

We will continue to provide free services to help support local people on their cancer journey.

Bold

We will not be afraid to make difficult decisions and take courageous actions in the interests of local people.

Connected

We will connect and collaborate with local communities and sector partners including the Department of Health, Public Health Agency, Health Trusts, and other charities to create a fairer and healthier society.

Honest

We will be transparent in our work, show respect for those we meet, and highlight our impact at all times.

Our Strategic Objectives

To Be Your Local Cancer Voice

Be an effective advocate, operating in local communities and speaking up for all people with cancer in Northern Ireland.

To Prioritise Healthy Living

Increase public awareness of how to reduce the risk of cancer and promote healthier living.

To Champion Local Research

Fund world-class, innovative cancer research.

To Sustain Our Impact

Grow local support for our work and services.

Charity Behaviours

**At the core of our charity's work,
we will...**

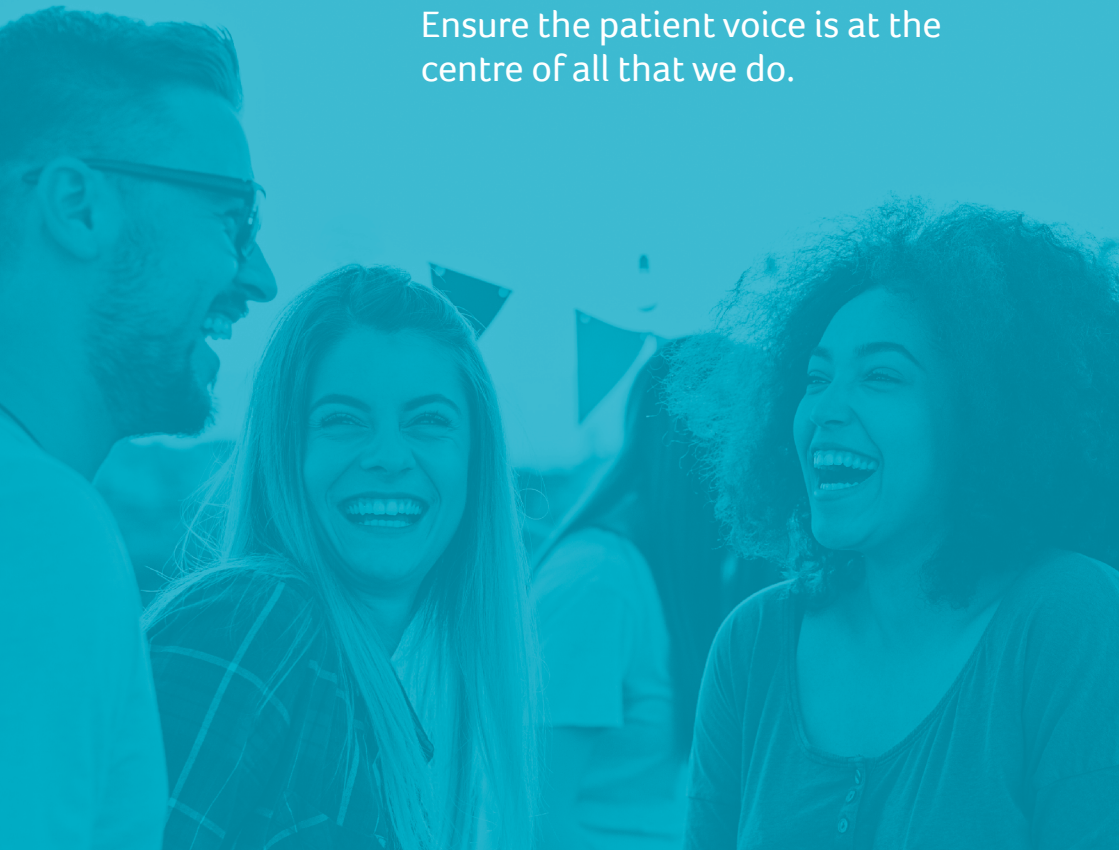
Be community focused and people
centric.

Tackle health inequality in all aspects
of our work.

Reach out to those on the margins in
'hard to reach' communities.

Work sustainably with environmental
consciousness in all that we do.

Ensure the patient voice is at the
centre of all that we do.



What is a Cancer Focus Northern Ireland Therapeutic Support Centre?

At its core, Cancer Focus Northern Ireland's future strategy is to create spaces and environments that radiate a sense of sanctuary and welcome.

We envisage places of community that those on a cancer journey feel drawn towards and are not intimidated by. Our Support Centres will be strategically placed across Northern Ireland. They will provide flexibility in how people engage, from being able to drop-in and have a coffee with a cancer specialist to availing of more tailored, structured individual or group therapeutic support. Most importantly, we want people to experience and have access to a place of social connection and to have the opportunity to participate in and be part of a community where they feel comfortable and understood.

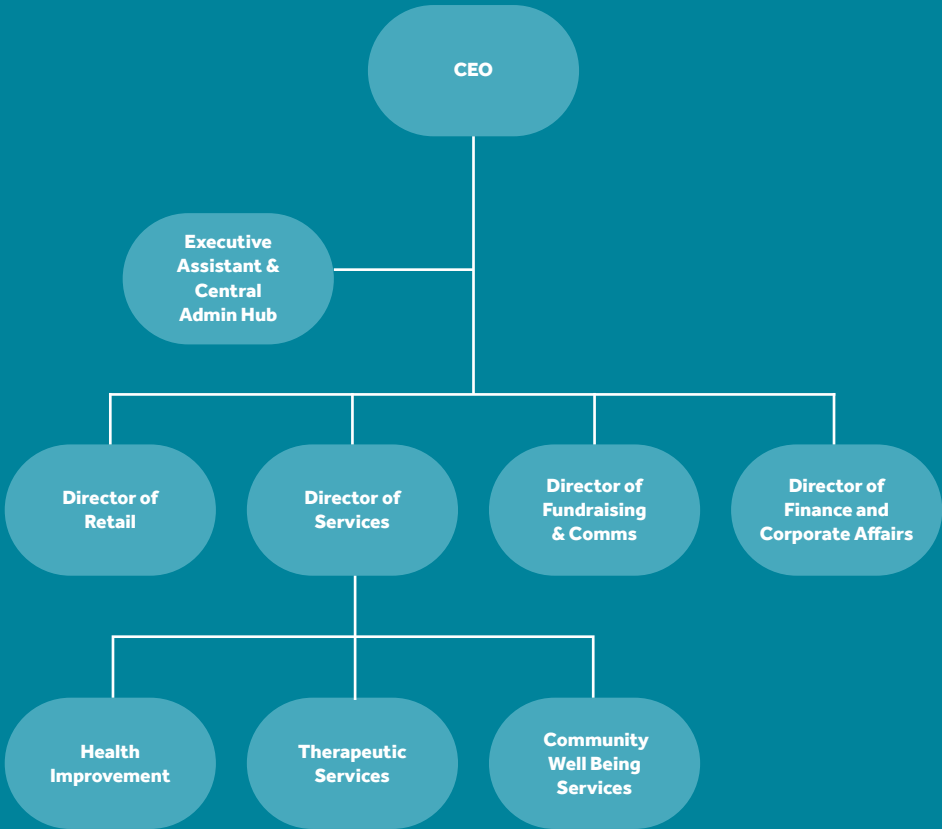
The look and feel of our Centres will be crucial to how patients and service users will interact with them. They will be thoughtfully and carefully designed to ensure that visitors experience a sense of being apart from the clinical environment of a hospital, or the hustle and bustle of everyday life.

It is important to us that they are close to, but separate from, the places of diagnosis and treatment.

The Centres will offer space and opportunity for relaxation, reflection and solace as well as providing emotional and practical support along with access to information and advice relevant to the needs of each person and their family.

Every visitor who will cross the doorstep of a Cancer Focus Northern Ireland Therapeutic Support Centre will have their own story, their own set of unique fears, hopes and aspirations. We will welcome everyone as they are and where they are, when they take the courageous step to come in. We will be rooted in communities and equipped to embrace and provide the support network required for every person who invites us to join them on their cancer journey.

Organisational Structure



Job Description

Counsellor

(to serve the South Eastern Trust area)

Responsible to: Counselling Team Co-ordinator / Director of Services

Hours: 21 Hours per Week

Contract: Permanent

Location: Ards Community Hospital, Newtownards

Remuneration: Salary Band: £30,151 - £32,020 Pro Rata

Summary of Responsibilities:

To provide a professional Counselling Service for any individual whose life has been affected by cancer.

Key Responsibilities

- To develop and deliver a Counselling Service to Cancer Focus NI's clients using a blend of face-to-face and remote sessions.
- To assess the needs of clients and provide appropriate therapeutic interventions to meet these needs, primarily through one-to-one counselling.
- To plan and implement therapeutic interventions or re-refer to other services as appropriate.
- To maintain records in accordance with recording procedures.
- To submit statistical returns as required in a timely manner.
- To evaluate the effectiveness of counselling through regular review and audit.
- To evaluate own work and contribute to the evaluation of the effective delivery of the service.
- To support collection of case studies to ensure service users' views help to inform future service provision and influence wider strategic objectives.
- To adhere to the code of ethics and practice of a professional counselling body such as the BACP Ethical Framework.
- To attend regular external supervision towards which an employer's contribution will be paid.
- To work as an integral part of the multidisciplinary team and liaise with relevant staff as appropriate.
- To participate in ongoing training and continuous professional development as facilitated by Cancer Focus NI.
- To participate and contribute to educational programmes for other health professionals as appropriate.
- To promote existing Cancer Focus NI's services e.g. Counselling, Family Support, Nurseline, Support Groups and the Bra-Fitting Service as appropriate.
- To assist in the development of appropriate resources for both patients and health professionals.

Person Specification

Counsellor (South Eastern Trust area)

The Person Specification shows essential skills, abilities, knowledge and/or qualifications required to be able to carry out the duties of this post. Therefore, please address in completing the Application Form, each criterion listed in the specification, drawing upon all your experience, whether at work or on a voluntary basis.

Essential Criteria

- Professional qualification in Counselling or Psychotherapy (minimum Level 4 Advanced Diploma or equivalent)
- Professional Registration and Accreditation as a practitioner with BACP, IACP, UKCP or equivalent; or meet all the criteria to apply for accreditation/ meet the criteria for future entry at SCoPEd Column B
- Have completed training in remote counselling such as "How to do Counselling Online" by the Open University and BACP
- Minimum of 2 years' post-qualification supervised clinical practice accumulating to at least 200 hours post-qualifying supervised practice
- Experience in working with statutory and voluntary agencies
- Experience of carrying out client assessments
- Experience with administrative systems, including the use of relevant ICT packages
- Ability to maintain strict confidentiality and appropriate boundaries in all matters related to their work
- Ability to manage and monitor a caseload with competing priorities
- Ability to work with complex needs
- Ability to ethically work with risk and safeguarding issues
- Excellent communication skills

- Ability to build good working relationships with individuals and organisations
- Flexible attitude towards working hours to meet clients' needs and as demanded by the requirements of the job
- Ability to work well within a team
- Ability to use own initiative
- Enthusiasm, drive and commitment to continuous improvement
- Applicants must hold a full current driving license and have access to the use of a car or some other appropriate form of transport to carry out the duties of the post.

Desirable Criteria

- Health Professional qualification
- Certificate in Online and Telephone Counselling
- Experience as a Counsellor working in a cancer specialist environment
- Experience of working with cancer patients
- Experience of facilitating groups

This Job Description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder.

This post may require some evening work.

Additional Information

Benefits

- Flexible working policy (home-working, reduced hours, hybrid-working)
- 25 days Annual Leave, plus 12 statutory days (pro rata for those working less than 35 hours per week)
- Two additional days of annual leave after five years' service and a further three days after ten years' service
- Enhanced Maternity / Adoption Pay
- Enhanced Occupational Sick Pay Scheme
- Contributory Pension Scheme
- Employee Assistance Programme (EAP)
- Cycle to Work Scheme
- Mileage Allowance at the prevailing HMRC rate
- Time Off In Lieu (TOIL) for additional hours worked
- Life Assurance

Disability

Cancer Focus NI is an Equal Opportunities Employer and all applications in accordance with the Disability Discrimination Act a person is disabled if they have, or have had, "a physical or mental impairment which has, or has had, a substantial and long-term adverse effect on your ability to carry out normal day to day activities".

If you consider yourself to have a disability relevant to the position for which you are applying, please contact us so that we can process your application fairly, make any specific arrangements for your interview, and make any necessary reasonable adjustments or adaptations, or provide any aids to assist you in completing the duties of the post if appointed.

Additional Information

Equal Opportunities

Cancer Focus NI is an Equal Opportunities Employer and all applications for employment are considered strictly on the basis of merit.

Application Process

The closing date/time for submission of CV and cover letter is

Tuesday 18th July at 12 noon

Interviews to commence: W/C 31st July

If you would like to apply for this role, please submit an up-to-date copy of your CV and cover letter before this date/time to:

hradmin@cancerfocusni.org or, mailed to:

**Human Resources, Cancer Focus NI,
40/44 Eglantine Avenue, Belfast, BT9 6DX**

We cannot accept Applications received after the closing date/time.

Guidance Notes on Applying for our role

- Please ensure your CV is up-to-date and accurate. Cancer Focus NI will not make assumptions from the title of your post(s) or the nature of any employing organisation(s) as to your skills and experience gained.
- If you do not provide sufficient detail, including the appropriate dates needed to meet any eligibility criteria, your application may be rejected.
- ONLY the details provided by you in your CV and cover letter will be used for determining your eligibility for the post/shortlisting purposes.

Contact Details

If you have any queries regarding the recruitment process, please contact Gwyneth Richards (hradmin@cancerfocusni.org) or phone 028 9066 3281.



Cancer Focus Northern Ireland
40-44 Eglantine Avenue
Belfast BT9 6DX

T: 028 9066 3281
E: hello@cancerfocusni.org
www.cancerfocusni.org



Charity No: NIC 101307

