

**Trans-affirmative Counsellor in the Trans Inclusion Project**

**Salary:** £31,154 pro-rata (approx. 50%) for 18.5 hours per week.

May require some flexible, evening and Saturday working.

Up to 5% matched employer pension contributions.

**Paid annual leave:** 25 days pro-rata (approx. 50%) plus bank holidays.

**Contract:** Permanent

holidays.

Job Description

**Overall Aims:**

* To deliver trans-affirmative counselling support to trans and non-binary people in Birmingham and the West Midlands.
* To improve the mental health and emotional wellbeing of trans and non-binary people in Birmingham and the West Midlands.

**Main areas of responsibility:**

* To deliver trans-affirmative therapeutic counselling to trans and non-binary people in Birmingham and the West Midlands
* To work with service users in a culturally sensitive way.
* To maintain service user confidentiality and protect their personal data.
* To support service users in making informed choices.
* To gather service user monitoring data.

**Main duties:**

* To assess potential service users and refer them to other agencies if appropriate.
* To manage a clinical caseload.
* To establish and maintain effective links with other agencies.
* To participate in clinical supervision.
* To actively contribute to the development and practice of a coherent, supportive and effective trans inclusion project team.
* To comply with your professional body’s (e.g. UKCP, BACP) code of ethics, and to maintain your accreditation or registration.
* To attend and actively participate in supervision meetings and annual appraisals with your line manager and regular team and full team meetings as required.
* To maintain clinical and monitoring records promptly and accurately.
* To write periodic reports, including output and outcome data, analysis and impact evaluations of your work.
* To contribute to the ongoing development of Birmingham LGBT.
* To communicate effectively with colleagues, partner organisations and referring agencies.
* To value diversity and actively promote and ensure equal opportunities at all times and to ensure you work in an anti-oppressive manner.
* To engage service users in community-focused support activities and programmes aimed at helping them to improve their wellbeing and reduce their social isolation through practical support and individual sessions as appropriate.
* To develop links and referral pathways with a rage of partner organisations and to signpost service users to them as required.
* To maintain accurate and detailed service user files and to store them in accordance with Birmingham LGBT’s data protection policy.
* To work with your line manager to identify your personal training and development needs and to undertake such training as required.
* To comply with the policies, procedures and budgets set by Birmingham LGBT’s Board of Trustees, including the confidentiality and equal opportunities policies.
* To undertake other duties appropriate to the post as required by the Director.
* To be aware of, and comply with, health and safety legislation.
* To work flexible hours as required.

Person Specification

The selection panel will assess all candidates against the following criteria and the successful candidate will meet all of the following criteria.

The method or methods of assessment are indicated after each criterion as follows:

(A) Application form, (I) Interview, (E) Exercise or presentation forming part of interview.

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|  |  | **Experience, Skills and Knowledge required** | **How assessed** |
| **Experience** | 1 | Two years’ experience of supporting people with a variety of issues and support needs. | A, I, E |
| 2 | Experience of providing counselling to people from diverse backgrounds. | A, I, |
| 3 | Experience of working to a high standard, both on own initiative and within a team, delivering specific targets against deadlines. | A, I |
| 4 | Experience of maintaining case files and keeping accurate records in line with Data Protection Act. | A, I |
| 5 | Experience and knowledge of working within a framework for safeguarding young people and vulnerable adults. | A, I |
| 6 | Experience of working with trans and non-binary service users | A, I |
| **Skills & Abilities** | 7 | Ability to think and operate innovatively, making the most of new opportunities when they arise. | A, I |
| 8 | Ability to work without close supervision with excellent organisational skills in order to manage, plan, and prioritise workloads. | A, I |
| 9 | Good interpersonal and communication skills relevant to a variety of audiences and stakeholders, including a person-centred approach to working with trans and non binary people | A, I |
| 10 | IT knowledge, including Microsoft Office suite, accessing databases, email and calendar management, and using the internet. | A |
| 11 | Ability to maintain boundaries between personal and professional life, including confidentiality. | A, I |
|  | 12 | Ability to reflect on own practice when working with complex and challenging service user groups. | A, I |
|  | 13 | Trauma-informed and able to recognise trauma cues, prevent re-traumatisation and promote safety and self-care. | A,I |
|  | 14 | * Ability to work in an empowering way with trans and non-binary people | A,I |
| **Knowledge & Understanding** | 15 | Diploma (Level 4) or degree in counselling or psychotherapy, plus BACP accreditation or equivalent. | A |
| 16 | Detailed understanding of, and empathy with, the needs of disadvantaged and discriminated-against groups | A, I |
| 17 | Knowledge and understanding of safeguarding young people and vulnerable adults. | A, I |
| 18 | A commitment to, and understanding of, equal opportunities. | A, I |
| 19 | Understanding and knowledge of Birmingham’s diverse LGBT communities. | A, I |
| 20 | Knowledge and understanding of the voluntary, charity and community sectors. | A, I |
|  | 21 | Exceptional punctuality & time-keeping | A |

A logo for a community fund

AI-generated content may be incorrect.