



# Volunteer Bereavement Counsellors

**Volunteer Role:** Volunteer Bereavement Counsellor

**Responsible to:** Service Manager

**Main Purpose:** To deliver one to one counselling sessions to adult clients as part of Lewisham Bereavement Counselling Service. The volunteer counsellor will be required to work within the Ethical Framework for good practice of the British Association for Counselling and Psychotherapy.

**Counselling Commitment:** A minimum of two clients a week (2 hours of counselling).

To be considered for the role you must be available to counsel at our offices in Deptford for a minimum of one day a week during the following times:

- Tuesday 11 – 5pm*
- Wednesday 10 – 8pm*
- Thursday 10 – 8pm*

**Supervision commitment:** Counsellors will be required to attend 1.5 hours of group supervision twice a month, also at our offices.

**Location:** Our office is in Deptford, London SE8

**Training:** We train all new counsellors to prepare them for bereavement counselling. This include bereavement theories and practice as well as personal development opportunities. As part of the training you will also be required to submit a short, written assignment. Training will take place on the following Saturdays at our office in Deptford from 9am until 5pm and you must be available to attend: **15<sup>th</sup> September, 29<sup>th</sup> September, 20<sup>th</sup> October and 27<sup>th</sup> October.**

***You must be prepared to volunteer for a minimum of 12 months.***

If you are interested in the role please complete the application form and send to [office@lewisham-bereavement-counselling.org](mailto:office@lewisham-bereavement-counselling.org)

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## About us.

Lewisham Bereavement Counselling (LBC) has been providing a confidential counselling, advice and information service to bereaved people living and/or working in the borough of Lewisham since 1985. The day to day running and managing of the service is provided by a Service Manager and an Office Co-Ordinator. Counselling is provided by volunteer counsellors for residents across the Borough of Lewisham.

## The recruitment process.

The recruitment process consists of several stages.

1. Completion of the application form.
2. Formal interview and skills assessment.
3. References and criminal records checks.



## ROLE DESCRIPTION

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**RESPONSIBLE TO:** Service Manager

**MAIN PURPOSE:** To deliver one to one counselling sessions to adult clients as part of Lewisham Bereavement Counselling Service. The volunteer counsellor will be required to work within the Ethical Framework for good practice of the British Association for Counselling and Psychotherapy.

Main activities of the volunteer bereavement counsellor:

1. Commit to volunteering with LBC for a minimum of 12 months.
2. Contract with clients to provide up to 12 bereavement focused counselling sessions on a weekly basis, adhering to the BACP Ethical Framework for Good Practice and according to training provided.
3. Commit to providing counselling to a minimum of 2 and a maximum of 3 individual clients, allocated by the Service Manager
4. Ensure maintenance of confidential client notes, ending evaluations, as well as accurate attendance statistics, for submission to the office each month, in keeping with LBC's Policies and Procedures and Volunteer Agreement for Counsellors.
5. Attend group Clinical Supervision, twice a month, arranged by LBC, in keeping with BACP's Ethical framework for Good Practice guidelines for supervision in the counselling and psychotherapy professions.
6. Contribute to the maintenance of good working relationships with other volunteers and colleagues
7. Keep updated with current legislation, accepted ethical practice and research within the counselling and therapy professions.
8. Attend LBC team meetings and training events
9. Ensure continuing professional development is maintained following BACP Ethical Framework guidelines.



## ***Person Specification***

	<b>Essential</b>	<b>Desirable</b>
<b><i>Education/ Qualifications</i></b>	Minimum - In 2nd year of Level 4/5 Diploma in Counselling or Qualified (Reg MBACP)	
<b><u>Skills and Abilities</u></b>	Excellent communication skills including the ability to liaise with colleagues at all levels	Good presentation skills, as representative of the Service
	Willingness to undertake short term work (12 weeks)	Comprehensive working knowledge of IT, e.g. word processing, email, internet
<b>Experience</b>		One year clinical experience of counselling/psychotherapy with adults Minimum 15 hours
<b>Other</b>	Commitment to Equal Opportunities, Confidentiality and the General Data Protection Regulations 2018	

## **Conditions of Service**

- The role is for one year minimum.
- Applicants, recruited through interview and skills assessment process, must attend all 4 days of training, as well as satisfactorily complete training course assignments, to be eligible for client work.