**Adult Practitioner**

**Job description and person specification**

**Main purpose of job:** To provide specialist counselling and support to adults who have experienced rape, sexual violence or sexual abuse. The role includes line-management of sessional or volunteer counsellors and activities to raise awareness of the impact of sexual violence amongst agencies and the wider community.

**Reporting to**: Adult Practice Manager.

**Start date:** As soon as possible (subject to Enhanced DBS Check and satisfactory references).

**Salary:** £27,741 - £29,577 (NJC Scales 23-25) per annum pro-rata, with pay rise expected.

**Hours:** 28 or 35 hours per week (to be agreed).

**Contract:** This will be a one-year fixed term contract in the first instance, but we hope to secure funding to extend.

**Place of work:** To work flexibly at CARA premises across mid and north Essex, including Braintree, Chelmsford, Clacton, Colchester and Dunmow.The post will also involve providing some remote counselling, working from home.

**Holiday:** 25 days per year, pro-rata.

**To apply**: Please complete the application form, which can be downloaded from our website [www.caraessex.org.uk](http://www.caraessex.org.uk), explaining how your skills and experience relate to the person specification.

Applications must specifically address **each essential and desirable criterion**, giving evidence from previous experience or qualifications.

**Application deadline: Monday 31st January, 12pm.**

**Interviews:** To be confirmed.

**Start date:** As soon as possible, subject to receipt of satisfactory references and enhanced DBS check.

**Mandatory Training Dates:** To be confirmed.

**This post is restricted to women applicants under the Equality Act 2010, Schedule 9, Part 1.**

**About CARA**

**CARA (Centre for Action on Rape and Abuse)** works with victims and survivors of sexual violence and child sexual abuse, providing independent, specialist support and promoting and representing their rights and needs.

CARA is a registered charity working with adults of all genders, young people and children from across mid and north Essex. We have a head office in Colchester and outreach premises in Braintree, Chelmsford, Clacton-on-Sea, Great Dunmow and Harwich. We also provide remote services.

CARA seeks to be an inclusive organisation that actively encourages, supports and values diversity amongst both our service-users and our workers. We welcome applications from candidates from diverse backgrounds.

**About Synergy Essex**

CARA is part of Synergy Essex – the Essex Rape and Sexual Abuse Partnership. We work closely with SERICC Rape and Sexual Abuse Specialist Service and Southend-on-Sea Rape Crisis (SOS Rape Crisis) to deliver the contract for the Office for the Police, Fire and Crime Commissioner for Essex for services for victims and survivors of sexual violence and child sexual abuse across Essex.

**Job Description**

To provide specialist counselling and support to adults who have experienced rape, sexual violence or sexual abuse. The role includes line-management of sessional or volunteer counsellors and activities to raise awareness of the impact of sexual violence amongst agencies and the wider community.

**Main Responsibilities**

* To provide one-to-one counselling and support to adults, holding a caseload of clients.
* To undertake client assessments and make appropriate arrangements for their support.
* In the first instance the post is likely to cover Braintree, Clacton, Colchester and Chelmsford but the postholder must be able to work flexibly at CARA centres across mid and north Essex.
* To provide training on sexual violence, self-harm and related issues to volunteers and other agencies.
* To raise awareness in the community and within other agencies of the short and long-term responses people may develop to sexual violence.
* To liaise with other agencies and attend meetings, where required.
* To line manage the work of CARA sessional counsellors and volunteers, where appropriate.
* To keep up to date with relevant legislation, policy and practice issues.
* To work flexible hours, including some evening work and occasional weekends.
* To participate in CARA team meetings, supervision, training and development.
* To provide specialist advice to other workers and agencies, including participation in delivery of training sessions.
* To keep appropriate records in accordance with CARA policies and procedures.
* To adhere in full to all CARA’s organisational policies and procedures, including safeguarding procedures.
* To be administratively self-servicing.
* To report to the Adult Practice Manger, Head of Operations, Chief Executive Officer and Trustees as required, including the production of regular written reports and verbal reports.
* To undertake any other related activities as required by the Adult Practice Manager, Head of Operations, Chief Executive Officer or the Chair of the Board of Trustees.

**Person Specification**

This describes the knowledge, skills and experience required to perform the job effectively. You will be required to address each criterion when completing the application form and will be required to produce evidence, where appropriate.

**Essential**

1. Diploma in Counselling, or equivalent, with a minimum of 400 counselling hours.
2. Experience of working with people with mental health issues and psychological or behavioural problems.
3. Experience of working therapeutically with adults.
4. A demonstrable understanding of feminism and gender-based violence.
5. Demonstrable understanding of safeguarding, both in relation to children and to vulnerable adults.
6. Willingness to work remotely as a lone worker, and at different locations throughout mid and north Essex.
7. Willingness to work flexible hours including some evenings.
8. The proven ability to work on own initiative, manage a varied workload and prioritise competing demands.
9. Demonstrable understanding of the necessity for keeping and maintaining confidential records.
10. Proven ability to work as part of a team.
11. Good interpersonal skills and experience of working with a range of people from different backgrounds.
12. Excellent written, oral and communication skills.
13. A good working knowledge of office computer systems including a willingness to maintain accurate database records.
14. A professional, flexible and non-judgemental approach to work.
15. Demonstrable commitment to CARA’s ethos and mission statement.
16. Membership of BACP or UKCP.

**Desirable**

1. Full, clean driving license and access to own transport.
2. Experience of working in the field of sexual violence.
3. Experience of liaising with a range of different agencies.
4. Experience of undertaking client assessments.
5. Experience of crisis intervention.
6. Experience of facilitating support groups and providing telephone or video support.
7. An understanding of injustice and discrimination and a commitment to countering these.