

# Counsellor – Role Pack



# About us



At Wessex Cancer Support we understand how important it is for people who are affected by cancer to have high quality emotional and wellbeing support. That's why we offer personalised support for people with cancer and their loved ones, that empowers them to live well with and beyond cancer.

Every year over 14,000 people are diagnosed with cancer within the Wessex region (Hampshire, Dorset and the Isle of Wight). A diagnosis can be a shock and have a huge impact on an entire family. We help and support people affected by cancer regardless of age, gender or type of cancer. Our dedicated team is committed to offering support for as long as people need it, away from a hospital environment.

All our services are provided free of charge; we have four drop-in cancer support centres, local outreach and an online service. Clients visiting any of our services are welcomed by volunteer befrienders who are trained to provide information, support and a listening ear. New clients will have an appointment with our Wellbeing Co-ordinator to agree a personal support plan which aims to help the individual deal with the emotional impact of cancer, improve well-being, help with pain management and increase self-confidence. The plan might include access to support groups or one-to-one sessions with one of our team of specialist counsellors and therapists. We also provide health and well-being information, exercise programmes, Sing for Life Choirs, and courses to help clients live well with and beyond cancer.

The charity relies on income from donations, legacies and our six charity shops to fund our work.

## Our Vision and Mission

### Our Vision

Everyone in Wessex affected by cancer will have access to personalised wellbeing support so that they can face whatever's ahead with more confidence.

### Our Mission

To engage with local communities to help improve the emotional health and wellbeing of anyone affected by cancer.

# Our Values and Behaviours



Our values drive everything we do – the services we provide, the decisions we make, the actions we take, the partners we choose, the way we treat each other. They are our statement about what matters to us, and how we hold ourselves accountable for our own behaviour.

## We're **compassionate**

We do everything with kindness and care

- We take time to listen
- We strive to understand one another
- We are considerate when we respond to others
- We treat people as individuals and don't make assumptions

## We're **purposeful**

We always aspire to go above and beyond, and we take responsibility for the decisions we make.

- We have a can-do attitude
- We are accountable and understand that our behaviour and approach reflects on the charity
- We use initiative and evidence to prioritise effectively and achieve the best outcomes
- We maximise time in the most effective way
- We take responsibility for our own personal professional development

## We're **inclusive**

We offer a warm and friendly welcome to everyone. We celebrate and embrace the differences that shape who we are. Our door is open.

- We are friendly and approachable
- We are non-judgemental
- We challenge and root out prejudice
- We stay up to date with current terms and avoid using words and language that may offend

## We're **collaborative**

We work with others so that we can always do our best for people with cancer and their loved ones.

- We respect other people's opinions
- We share knowledge and skills openly and try to help others whenever we can
- We participate in discussions, but do not dominate.
- We discuss matters objectively to find the best outcome.
- We proactively seek and accept feedback, using it to improve
- We give constructive, honest and open feedback
- We endeavour to be a great role model to others

# A letter from our CEO

Dear Applicant

## Thank you for your interest in this role with Wessex Cancer Support.

It's an important time for the work of the charity. We are one year into our new five-year strategy, which outlines how we will respond to an expected increase in demand for our services, as the number of people diagnosed with cancer continues to increase. We will continue to provide emotional and wellbeing support, and introduce a range of courses, workshops and talks that focus on empowering our clients to develop tools and skills to support them to live well with and beyond cancer.

As a counsellor working for Wessex Cancer Support, you will provide valuable support to our clients, who will often be the cancer patient themselves, but could also be a family member or carer. You will help them to process and manage their way through their cancer journey. You will need to be professional, compassionate and empathetic. As someone working at the heart of what we do - providing emotional and wellbeing support, your work will have a direct and beneficial impact to the wellbeing of our clients.

You will be part of a broader support team and regularly liaise with other team members to learn which of our other complementary therapies may also be beneficial for our clients. You will be expected to attend your own 1-2-1 supervision as well as group sessions provided by Wessex Cancer Support.

We offer a supportive work environment, in addition to a range of benefits which include:

- A competitive salary and annual leave entitlement
- Contributory pension scheme
- Life assurance scheme
- Employee Assistance Programme, which offers GP appointments, counselling, and fitness and nutrition support
- Cycle to work scheme
- Mental health first aiders
- A personal development programme

We look forward to receiving your application.

Warm regards



Ian Creek  
CEO



# Role Description



Job Title:	Counsellor
Reporting to:	Centre Manager
Job Purpose:	To provide professional, accredited, and supervised short-term (maximum 6 sessions) counselling and support to anyone impacted by a cancer diagnosis.
Salary:	£4,416.45 for 6 hours per week (based on the FTE salary of £27,602.82 per annum for 37.5 hours per week)
Hours of work:	6 hours per week (additional hours may be available). The hours can be worked Thursday or Friday, or split equally between the 2 days.
Location:	Bournemouth Cancer Support Centre, 16 Poole Hill, Bournemouth BH2 5PS

## Main responsibilities

- Accept counselling referrals and ensure suitable assessment and contracting is conducted during initial session with the client.
- Conduct counselling sessions with clients, in person or remotely by telephone or video call as required.
- Maintain records and notes of counselling sessions in accordance with GDPR and BACP guidelines. The notes remain the property of WCS and as such, must be securely held on the premises/WCS systems.
- Ensure clients complete self-reported wellbeing forms at the start of counselling and once the 6 sessions have been completed.
- Ensure any safeguarding concerns are escalated as per WCS safeguarding policy without delay.
- Refer clients to other agencies and liaise with other health professionals as required.
- Attend regular supervision sessions independently and with peers as required.
- Be committed to the values of Wessex Cancer Support, its aims and objectives and the team in which you will be working, take opportunities to raise awareness of the support services provided and be an ambassador for the organisation.

## Other responsibilities

- Respond to requests for general information on cancer.
- Input into a local resource base of cancer related material.
- Keep abreast of developments in counselling practice as part of maintaining continued professional development.
- Represent the WCS at conferences, meetings, seminars, tutorials as required.
- Liaise with other cancer related organisations or groups where appropriate.
- Manage the care and maintenance of the counselling facilities utilised.
- Any other duties deemed appropriate within the role of Counsellor as outlined by the Centre Manager.

## Essential Skills/Experience

- Have a recognised counselling or psychotherapy qualification (post graduate qualification at diploma, degree or master's level in counselling or psychotherapy) with relevant post qualifying experience.
- Alongside a professional qualification you must be a member of the BACP or an equivalent registered body.
- Experience of supporting cancer patients would be beneficial.

# How to apply

If this role sounds like a good fit for you, we'd love to hear from you. To apply, please complete our [Online Application Form](#). We're only able to consider applications submitted via the application form, so please ensure it's completed in full.

## Equality, Diversity and Inclusion

Wessex Cancer Support is committed to being inclusive and welcoming of diversity; please see our strategy and policy for further information. To measure our success in this area, we invite you to complete a very brief anonymous survey (link below). All information collected is confidential and anonymous; we appreciate that this information may be sensitive, and completion of the form is entirely voluntary.

<https://www.wessexcancer.org.uk/edi/>

If you have any questions at all regarding our EDI Strategy, the completion of this survey or would like the survey in an alternative format please contact [jobs@wessexcancer.org.uk](mailto:jobs@wessexcancer.org.uk)

