



Private & Confidential

DATE: 2022/23

Re: Placement/Volunteer Counsellor

Thank you for your interest in Savana and the Placement / Volunteer Counsellor role.

Please find enclosed an application form and information about the role and our organisation. Please read the information enclosed, before deciding whether you are interested in volunteering for us.

We are looking for volunteer/placement counsellors with a commitment to working with clients who have experienced sexual violence. Applicants who are accepted onto our training course, after interview, will be required to successfully complete 10 full days of training (one day a week), followed by an induction (one full day).

Once we have received your completed application and equal opportunities form we will contact you.

An enhanced DBS check is required before work at Savana may commence.

Thank you for your interest and I look forward to receiving your application

Yours sincerely,

Nikki Taylor
Senior Training and Marketing Manager

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Working at Savana

Sexual violence disrupts lives. Savana is a company limited by guarantee with charitable status, operating since 1986, for women, men and children who have experienced or who are affected by sexual violence, whether recently or in the past.

We are members of the British Association for Counselling & Psychotherapy (BACP), with accreditation for the counselling service. We are members of Rape Crisis England and Wales and The Survivors Trust meaning we are working to their standards. We also have an Accredited Independent Sexual Violence Advisor (ISVA) service and CPD Accredited training.

Our objectives are to:

- Provide a free counselling, support and information service for anyone who has experienced or is affected by sexual violence/abuse, whether recently or in the past.
(Counselling is person centred with other approaches integrated as appropriate)
- Provide other services to support our aims e.g. training, awareness raising, outreach and research
- Work in partnership to make sure the needs of clients are recognised in other service provision.

We house Independent Sexual Violence Advisors (ISVA). The ISVA is instrumental in identifying the practical support needs of a client in their recovery process. The ISVA will support clients whether or not they are going through the criminal justice system.

Practical help, offered when necessary, can include accompanying the client to relevant agencies, including the Police, GP, GUM Clinic, Family Planning and Courts. We also have information on where other forms of help can be obtained.

We aim to spread understanding about the effects of sexual violence and to dispel the myths surrounding rape and sexual assaults. In order to do this we provide talks and training and community groups, professional organisations, colleges, universities and other relevant agencies.

Savana has developed specialist knowledge and skills in the psychological, physical and practical areas of sexual violence. Evidence of the need for this specialist service can be seen in the growth in demand for the Service since it began.

Confidentiality

We offer a confidential service to those who come to us for counselling. In line with our confidentiality policy we only allow recording or transcripts of recorded sessions with the clients' full and written consent.

Staffing

The centre is run by a small team of full and part time workers.

We are keen to encourage applications from those with diverse backgrounds and abilities

ROLE OUTLINE- COUNSELLOR

This agreement is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or in the future

Prospective counsellors for Savana will receive approximately 60 hours CPD accredited specialised in-house training, an induction at the centre, (one full day) and a supervision update session as statutory. Upon successful completion of this, they will begin counselling

Counselling will be at the centre in Hanley, Stoke on Trent, and/or local outposts

KEY RESPONSIBILITIES

- To remain an active Counsellor at Savana for a minimum of two years from the date of commencement of duties
- To attend the centre on predetermined days and times to provide a minimum of three counselling sessions per week and a minimum of one hours' admin time.
- Attendance at awareness and outreach events helping at a minimum of two events per year
- To attend and prepare for supervision sessions with their supervisor, for a minimum of 1.5 hours per month according to BACP Ethical Framework Counselling Professions
- To provide an up to date, enhanced DBS with your new application. You will agree to keep this updated.
- To comply with procedures. These are handed to the counsellor during training and may be changed from time to time. The counsellor should read and comply with any changes that occur
- To comply with all policies
- To abide by the BACP Ethical Framework, Counselling Professions
- To attend a minimum of 3 internal workshops a year
- To attend Savana's Annual General Meeting as a voting member of Savana
- Ensure all appointments are logged in the counselling diary and notifying the client and the centre immediately if cancelling or altering an appointment
- To arrive in time to check for messages, and prepare yourself and the room for the client

Note: There are opportunities for a counsellor to take a break from duties. The counsellor should discuss a break with a member of the services team

What do we offer placement personnel?

- **Experience** working in an environment that deals with clients in the specific area of sexual violence.
- **Supportive environment** providing mentoring, information and a reading library
- **Training/workshops** on relevant issues are organised to provide ongoing training for placement personnel.
- **Insurance** we have Professional Liability Insurance and Employers Liability Cover
- **Expenses** we pay volunteers and placement personnel 'out of pocket' expenses to a maximum of £15 per day.

PERSON SPECIFICATION-COUNSELLOR

The person specification shows the abilities and skills you will need to carry out duties in the role description. Short listing is carried out on the basis of how well you meet the requirements of the person specification.

You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.

Essential qualifications, experience, skills required	Evidence
To have a minimum of Certificate in counselling and/or are studying towards a diploma or equivalent.	Placement agreement
Good level of Education	Application Form
Age 21 years old or over	Driving licence/birth certificate/passport
An up to date Enhanced DBS check	Certificate number
Good communication skills, written and verbal	Application Form/Interview
Ability to work as part of a team and alone	Application Form/Interview
Legally entitled to work in the UK	Driving licence/birth certificate/passport

If accepted onto the training course, you are required to sign a learning agreement. The course is 10 full days. Trainees are required to attend all training sessions:

- On successful completion of the course, there is an induction day at the Centre and a supervision re-visit workshop 6 months after the training
- On completion of 50 hours supervised counselling, trainees are awarded a CPD accredited certificate from Savana which will be awarded at the annual general meeting in September



VOLUNTEER COUNSELLOR - APPLICATION FORM

Personal Details	
Full Name	
Address	
Postcode	
Date of Birth	
Home Telephone	
Mobile Telephone	
Work Telephone	
Email (to be made available internally)	

Qualifications		
<i>Qualification</i>	<i>Awarding Body</i>	<i>Date Obtained</i>

If you are currently studying on a counselling course, please give details

College/Uni attending.....
 Course.....
 Tutor Contact Details.....
 Date starting/started.....Course end date.....

Work Experience		
<i>Employer</i>	<i>Job/Role (explain duties briefly)</i>	<i>Dates from/to</i>

Other skills eg Language, signing, alternative therapies	
Skill	How this may benefit the work of Savana

Please say why you are interested in counselling in the area of sexual violence (feel free to go on to a blank sheet if necessary)

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Please state how you might work with those who come to US (feel free to go on to a blank sheet if necessary)

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Please add any other information you feel may be relevant in support of your application (feel free to go on to a blank sheet if necessary)

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REFEREES

Please could you give details of two people (other than relatives) to whom reference may be made. One reference should be academic/professional, the other personal.

If you are on a counselling course at present, one of the referees should be a tutor on the course.

	Referee 1	Referee2
Name		
Address		
Telephone		
Email		
Capacity in which this person knows you		

It will be necessary to make enquiries about my suitability.
I therefore consent to referees being contacted prior to the offer of a place on the training course.

I became aware of this opportunity through:

Please specify.....

EQUAL OPPORTUNITIES MONITORING FORM

Information

Savana is committed to ensuring that all associated with the service are treated fairly and consistently and that no individual is disadvantaged or discriminated against as a consequence of their ethnicity, age, disability or any other personal characteristics. In order to assist the service in monitoring client demographic and Savana's recruitment policies AND FOR NO OTHER REASON, you are asked to complete the monitoring form below.

Information is treated in **STRICT CONFIDENCE**.

Ethnic background

Please give one or two words that describe your ethnic background. Examples are White British, Caribbean British, Asian, Bangladeshi etc

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Age

Gender

Tick which applies to you

Male Female Transgender Prefer not to say

Other (please say)

Access Issues

Tick any that apply to you

Mobility Vision Hearing Speech

Learning Mental Health Language (please say)

Something else (Please say)

Sexuality

Tick which best describes your sexuality

Lesbian Bisexual Heterosexual Gay

Unsure Prefer not to say Other (please say).....

Faith or Belief

Please tell us your faith/belief.....