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## ELRC Counselling Service

### Counselling Placement

Dear Applicant,

This application pack includes

- Information for applicants
- About **nia**
- Advert
- More about this post
- Job Profile
- Person Specification

If you are interested in applying for the counselling placement, please download an application form. **When completing it please relate your application to the requirements stated in the person specification**, as shortlisting for interview is dependent on the extent to which your application matches these.

Please complete the application form in full. Please do not include any additional documentation such as Curriculum Vitae, as the Organisation requires candidate's information to be in a standard form on its own application form.

Unfortunately, we are unable to write to applicants who are not shortlisted. Should you not hear from us within two weeks after the closing date, you should assume that on this occasion your application has been unsuccessful.

Your completed application form should be returned marked 'application form and the title of the post (s) that you have applied for ' via email to [administrator@niaendingviolence.org.uk](mailto:administrator@niaendingviolence.org.uk) or by post in a sealed envelope marked "Private & Confidential" to Rachel Evans, **nia** (Recruitment), PO Box 58203, London, N1 3XP by the closing date. Any late applications will not be accepted.

Yours faithfully,

**Karen Ingala Smith**  
Chief Executive



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## INFORMATION FOR APPLICANTS

### OUR APPLICATION AND OUR RECRUITMENT PROCESS

#### Applying for a job

**nia's** recruitment policy intends to ensure that every applicant is treated fairly. This means that we are not able to consider previous applications or personal knowledge of you. It means that if you already work for **nia**, we do not take into account your personal file.

The information you provide in your application form is the only information we will use in deciding whether or not you will be shortlisted for the selection process. Your application form is therefore very important and the following advice is designed to help you compete it as effectively as possible.

#### Using the person specification

The **person specification** is the list of criteria or requirements regarded as necessary for the post. **To be considered for an interview you have to fulfil each point of the person specification marked "X" in column A (application).**

**NB: Please note the maximum word count is 1000 words.**

Before you fill in the application form look at the person specification and decide how to relate your skills, knowledge and experience to each point. Try not to repeat yourself by using just one area of your experience to cover more than one requirement. Draw upon your past and present jobs or interests; you may discover you have a broader range of skills than you imagined.

Give examples of the work you have been involved in and write in a positive way (e.g. I was responsible for ..... I organised.... etc) Always remember to specify your own responsibilities rather than those of your section or department. The most important thing is to tell us - we are unable to guess or make assumptions.

Remember that voluntary work or work at home can be as valuable as paid employment. It is important that your application relates to the job you are applying for.

#### Completing the application form

Application forms should be filled in as completely and as clearly as possible so that we can consider all candidates on the same basis.



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In completing the references section, please give as your referees your current and most recent employers, supervisor or training institute where possible.

If you would like your receipt of application acknowledged, please enclose a stamp-addressed envelope or postcard, which we will return to you.

### **Shortlisting**

After the closing date, the application forms are read very carefully to see how each person's skills and experience relate to the skills and experience in the person specification, and applicants who meet these requirements marked "X" on the A (application) column are shortlisted for interview. **Only information contained in the application will be considered in making the decision to shortlist.**

### **Interviews**

The interview panel is normally made up of two people who ask each candidate questions covering the relevant criteria. The questions are intended to allow you to expand on your application and to show the panel how far you meet the essential requirements of the post. Shortlisted candidates will be asked to complete a task/presentation either at or before the interviews. You will have the opportunity to ask questions about the job, conditions of service etc.

Panel members have to keep a record of their assessment of each candidate so that the reasons of their decision are clear and consistent. You should therefore not be worried about the panel taking notes.

### **Feedback**

If you are unsuccessful and feel that feedback on your application and/or interview would be helpful in applying for other jobs, please email Rachel Evans, Central Services Manager who will be pleased to arrange this for you.



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**nia has been delivering services to women and children who have experienced domestic and sexual violence for over 40 years.**

The organisation has three main aims, which are to provide services for women, children and young people who have experienced male violence, working to end male violence against women and girls, and to inform and influence policy and public awareness. We achieve these aims by

- providing high quality services for women, girls and children who have experienced or are at risk of male violence,
- increasing awareness of violence against women, girls and children and developing services, contributing to research, debate and policy initiatives to prevent it,
- challenging inequality and discrimination and celebrating diversity,
- empowering and supporting women and children, and
- increasing and developing the effectiveness of resources through partnership, collaboration and multi-agency action.

Presently, **nia** is delivering a range of services across London, primarily in the East and North of the city, the majority of which are delivered primarily in an outreach capacity. Our services are continually evolving in order to respond to the needs of marginalised groups and those who experience multiple disadvantage, they currently include:

- **East London Rape Crisis** - for women and girls who have experienced any form of sexual violence -including rape, sexual assault and child sexual abuse - regardless of when it occurred, who it was perpetrated by and whether or not it was reported to the police.
- **The Emma Project** - a pioneering service for women who are escaping domestic and sexual violence and who use substances problematically; more than a third of the women who have lived in the refuge have also been exploited through prostitution. The women who enter the project have frequently been excluded from and/or refused access to other types of refuge provision.
- **Daria House** - a refuge for women who have been sexually exploited, with a particular focus on supporting women who have been exploited through involvement in prostitution. We offer non-judgemental support, information and advocacy. We help women to access housing and welfare benefits, legal advice, healthcare, drug and alcohol services and other specialist services for women in prostitution.
- **London Exiting and Advocacy Project, (LEA)** - offering outreach and one-to-one support to women involved in prostitution. **The LEA Project** helps women access housing, welfare benefits, legal advice, drugs and alcohol services, specialist counselling and routes to exit prostitution. Women are also



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supported through access to employment training, education, volunteering and sustainable employment.

- **Independent Domestic Violence Advocacy (IDVA) Services** - We currently operate three different IDVA services in Haringey, Hackney and Newham where outreach workers support women who have been identified by the MARAC as being at high risk of serious domestic violence and homicide. The Hackney and Haringey services are double accredited holding SafeLives Leading Light status and the Advice Quality Standard for casework with women.
- **IRIS** - a GP training programme and advocacy support to improve the health care responses to domestic violence and abuse. **nia** delivers IRIS in Hackney and Haringey
- **The Huggett Women's Centre** run in partnership with DABD and BDCVS in Dagenham for women and girls.

**nia** is part of ASCENT which is a partnership of 22 specialist organisations within the London Violence Against Women and Girls (VAWG) Consortium, delivering a range of services for survivors of domestic and sexual violence.

### Training and Groupwork

We can provide training and groupwork to agencies, professionals, women's groups and young women.

- Areas we specialise in include
- Sexual violence
- Improving healthcare responses to domestic violence and abuse
- Substance use and violence against women
- Prostitution and sexual exploitation
- Working with young women
- Feminist approaches to men's violence against women and girls

### How to contact us

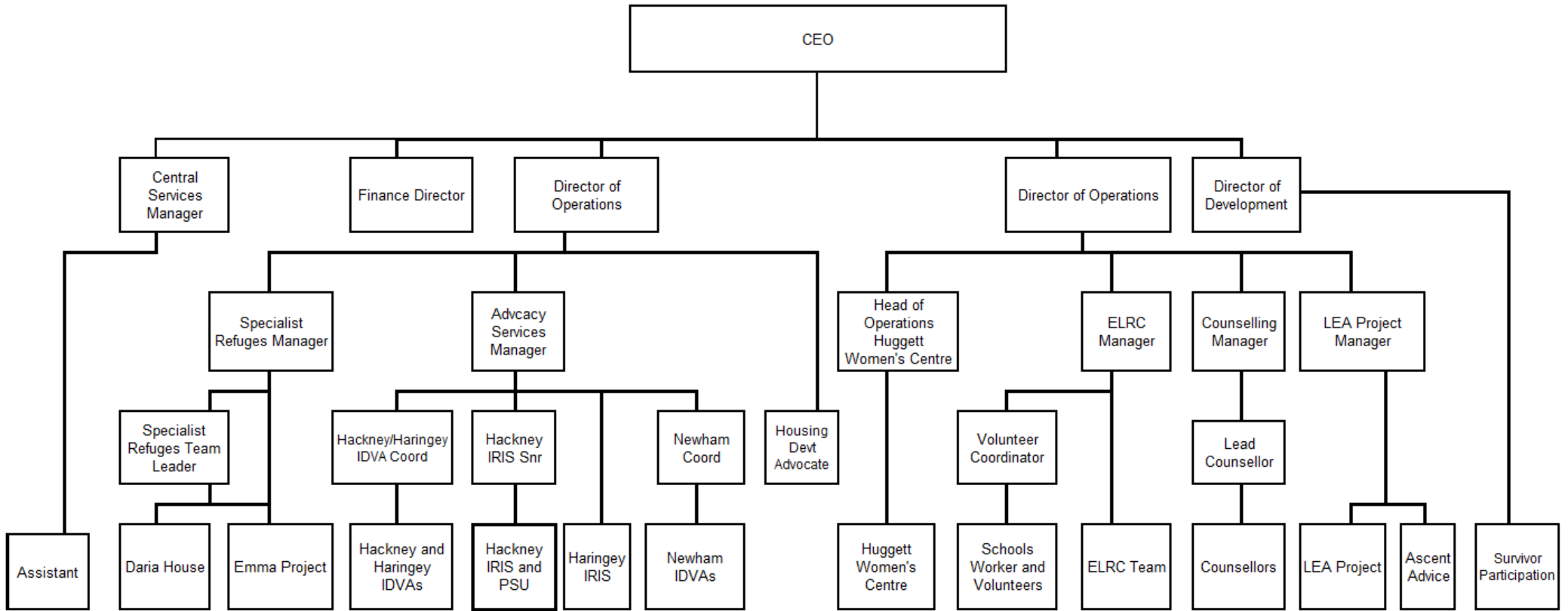
[www.niaendingviolence.org.uk](http://www.niaendingviolence.org.uk)  
[info@niaendingviolence.org.uk](mailto:info@niaendingviolence.org.uk)

Address: P.O. Box 58203, London, N1 3XP  
Telephone 0207 683 1270

Registered Charity Number 1037072  
Registered Company Number 02673624



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## JOB PROFILE

**Position Title:** Placement counsellor  
**Salary Range:** n/a  
**Line Manager:** Counselling Manager  
**Hours:** 3 hours clinical work per week and additional time for supervision tbc.

### AIMS OF THE POSITION:

To deliver weekly person centred therapy to women and girls aged 18 and over who have been affected by sexual violence.

### SPECIFIC AREAS OF RESPONSIBILITY:

- To attend the induction training in full
- To commit to offering 3 hours per week and attend regular fortnightly supervision
- To respond to safeguarding and child protection concerns that arise in the course of therapeutic interventions, in line with child protection policy, procedures and guidance.
- To take part in managerial supervision as required
- To complete the administrative duties required by counsellor for the care of the clients
- To promote the service, ensuring it is well used and professionals are able to make appropriate referrals
- To work within high standard systems, policies and procedures to ensure the Counselling therapy service operates safely and effectively

### 3. General Responsibilities

- Ensuring that equipment and service area facilities are serviceable, safe and available for use
- Adhering to **nia** Health and Safety policy, including carrying out regular safety checks and risk assessments
- To keep up to date with good practice and research in the field and use this to inform the development of the service

**There may be opportunities to contribute to groups, workshops and training events run by the counselling service**



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## PERSON SPECIFICATION

### Volunteer/Placement Counsellor (ELRC Counselling)

		A	I	T
1	Experience of working within the Violence Against Women and/or Children/Young People's sectors or similar field.	x	x	
2	Knowledge and sensitivity to the issues facing women, children and young people affected by violence against women	x	x	X
3	Non-judgemental, non-directive and anti-discriminatory approach to empowering women	x	x	x
4	Experience of working with trauma including working with women who have experienced sexual and domestic violence	x	x	
5	Excellent communication skills with the ability to communicate effectively <ul style="list-style-type: none"> <li>with service users and statutory, voluntary and other stakeholders</li> <li>verbally and in writing</li> </ul>		x	x
6	Experience of providing initial and comprehensive assessments for survivors of violence		x	x
7	Second year of a BACP or UKCP accredited qualification	x		
8	Registered and 150 hours of clinical experience	x		
9	Willingness to travel and work from a number of East London boroughs	x	x	
10	Able to work at least one evening a week and/or Saturdays	x		
11	Ability to work independently and within a team, to plan and meet deadlines, problem-solve and respond to unplanned demands.		x	
12	A broad base of administrative skills including ability to maintain records and use IT and paper based systems proficiently including Word, PowerPoint, Excel, databases and outcome measurement tools such as CORE.	x	x	
13	Non-judgemental, non-directive and anti-discriminatory approach to empowering women.	x	X	x
14	A feminist perspective on how gender, social, economic, race, cultural, linguistic, religious and sexual orientation issues may impact on people's lives.	x	x	
15	High level of self-motivation and ability to think creatively with a 'can-do' attitude that can inspire others.		x	
16	Evidence of continuing professional development and relevant professional qualifications/training.	x		

#### Key to table

<b>A</b>	Application areas will be used to shortlist
<b>T</b>	Test
<b>I</b>	Tested at interview stage