



May 2020

Dear Applicant,

Women and Girls Network Selection Pack for the volunteer of Honorary Counsellor

Thank you for your interest in working with Women and Girls Network (WGN).

This pack includes information about WGN, the volunteer Honorary Counsellor role and the selection process for this position. Further information can be found by visiting www.wgn.org.uk/support-us/volunteer-with-us

We are now accepting applications on a continuous basis, for placements which are currently anticipated to start in October / November 2020.

If you would like to apply for this role please return completed Application, Equal Opportunities Monitoring and Satellite forms by emailing them to humanresources@wgn.org.uk or posting them, marked 'private & confidential' to Human Resources, WGN, PO Box 13095, London W14 0FE.

Please ensure you submit a completed Equal Opportunities Monitoring form. WGN is committed to actively promoting equal opportunities in all aspects of our work. To ensure that our selection procedures remain appropriate and fair, we ask all applicants to submit completed Equal Opportunities Monitoring forms. The information provided on this form is confidential, used for monitoring and not selection purposes.

Please note we will not consider:

- Late applications
- CVs
- Application Forms without a completed Equal Opportunities Monitoring Form

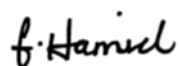
WGN has a lot of people who want to volunteer with us, so if your application is not shortlisted for interview we hope you will understand why as a charity with limited resources we are unable to offer feedback.

To receive regular information about WGN's services, news and future employment and volunteer opportunities please visit www.wgn.org.uk or follow us on social media.

This post is subject to satisfactory references and a DBS check.

Thank you again for your interest in WGN. We look forward to receiving your application.

Yours sincerely,



Dr Foziha Hamid
Clinical Manager



Empowerment, healing and transformation for women moving on from violence

Women and Girls Network Information for Applicants

Women and Girls Network (WGN) is a pan-London charity which supports women and girls affected by all forms of gender-based violence. WGN's services are aimed at providing a holistic, integrated healing journey that involves the diverse aspects of self: body, mind and spirit. WGN promotes total and sustainable recovery, supporting women who have survived so they can thrive.

Established 1987 WGN celebrated her 30th birthday in 2017.

WGN is proud to be a member of the London Violence Against Women and Girls (VAWG) Consortium (Ascent), Angelou Partnership, EVAW Coalition and various other partnerships.

Further information about WGN can be found by visiting www.wgn.org.uk where you can also sign up to receive our regular newsletter or follow us on social media.

WGN Services

Advice

The Advice Service provides information, advice, advocacy and casework support for women and girls (age 14+) affected by gender-based violence. WGN's Advice Line also offers consultation and support for professionals working with cases involving gender-based violence.

Counselling

The Counselling Service is provided to women and girls who have experienced any form of gender-based violence. Services are divided into different projects offered in various London boroughs.

Group Work

The Group Work Service provides a range of groups for women across London.

Independent Sexual Violence Advocate (ISVA) Service

The ISVA Service supports women who have experienced any form of recent or historic sexual violence, including support going through the criminal justice system.



Indigo Project

The Indigo Project provides counselling and mental health advocacy to women who have experienced gender-based violence and have been diagnosed with multiple high risk needs. This service is provided to women who live in Ealing or Hammersmith and Fulham.

The London Gateway for Sexual Violence Services

WGN lead the London Gateway for Sexual Violence Services. The project is a collaboration between the four London Rape Crisis Centre's, Survivors UK, Galop and the Havens and is funded by MOPAC via the Home Office and NHS England.

The Gateway accepts online and telephone referrals from survivors of sexual violence, their supporters and professionals. Once received the survivor is contacted by specially trained 'Navigators' who provide advice on options in accessing support across London. If the survivors chooses, the Gateway can make referrals into any one of the other partner agencies through specially arranged referral pathways. The service is designed to address the difficulties survivors face in finding and accessing specialist support in London.

Sexual Violence Helpline

The Sexual Violence Helpline provides emotional and practical support and advice to women and girls who have experienced recent or historic sexual violence. Advice and support is also provided to those supporting women or girls affected by sexual violence.

Training

The Training service provides specialist (including accredited) courses for professionals. The Training Team also offers bespoke courses, Expert Led Seminars and workshops.

West London Rape Crisis Centre (WLRCC)

The WLRCC provides counselling and support for women and girls who have experienced any form of recent or historic sexual violence. Part of Rape Crisis London this service is provided in Brent, Ealing, Hammersmith & Fulham, Harrow, Hillingdon and Hounslow.

Young Women's Service

The Young Women's Service works with young women (11-18 years) who have experienced are at risk of or vulnerable to sexual violence and / or sexual exploitation including those involved in gangs. The service runs support groups and workshops for young women in West London.

HONORARY COUNSELLORS **(Female Applicants Only)**

Women and Girls Network (WGN) is a specialist organisation leading in developing and delivering innovative and effective services for women and girls who have experienced all forms of gender-based violence. Our aim is to ensure proactive development of specialist services that meet the needs of all the women and girls who access them.

We seek practitioners to join our outstanding therapeutic services and who will thrive in a multi-cultural feminist environment.

Usually our counselling services are provided in person across London, however at present all our services are being provided remotely (online and telephone) - this is subject to change.

We offer a unique development opportunity for Honorary Counsellors in this specialist field. As well as the opportunity to make a difference to survivor's lives, Honorary Counsellors gain valuable experience within London's violence against women and girls sector and join a team of committed and passionate women supporting survivors and working hard to end gender-based violence.

We provide regular one to one and group supervision, access to accredited training courses and a continuous professional development programme.

For further information and to download an Honorary Counsellor selection pack please visit www.wgn.org.uk/support-us/volunteer-with-us

We are now accepting applications on a continuous basis, for placements which are currently anticipated to start in October / November 2020.

Applicants who are invited to interview are required to provide original evidence of their clinical qualifications.

Applicants who are successful at the application and interview stages will also be required to attend and pass 4 days of compulsory Induction Training, plus one day of clinical training (dates to be confirmed).

These posts are subject to satisfactory references and DBS checks.

WGN is an equal opportunities employer.
The above posts are exempt under the Equality Act 2010, Schedule 9 and Part 1

Honorary Counsellors Expectations

The role of the Honorary Counsellors with Women and Girls Network (WGN) is to provide a holistic counselling service for women and girls who have experienced any form of gender-based violence. Our aim is that Honorary Counsellors work within the framework and counselling philosophy of WGN. The work is a fusion of a number of differing counselling models ensuring that the individuality of a woman's life is valued and sets the context, pacing and structure of the work. Counselling work within WGN also encourages creative expression in the form of art therapy, writing, music and movement.

Usually our counselling services are provided in person across London, however at present all our services are being provided remotely (online and telephone) - this is subject to change

What WGN Offers:

- ❖ A training programme which provides a comprehensive introduction to the issues involved in counselling women recovering from experiences of violence
- ❖ Access to accredited training courses
- ❖ Travel expenses
- ❖ Ongoing training and continuous professional development (CPD) programme
- ❖ Regular clinical counselling supervision and support
- ❖ Professional reference for any future employers / further training
- ❖ Cover under WGN professional indemnity insurance
- ❖ The opportunity to work as part of an innovative and unique organisation

What we are looking for in Honorary Counsellors:

- ❖ Commitment and concern for women and girls experiences of violence
- ❖ A commitment to your placement for a minimum of twelve months
- ❖ Completion of a minimum of 150 client hours
- ❖ At least undertaking the second year of a counselling Diploma Course
- ❖ A commitment and ability to offer one day a week within placement
- ❖ Commitment to regular attendance at supervision, support sessions and volunteer clinical meetings
- ❖ Commitment to attendance at one hour individual supervision & one and half hour group supervision monthly
- ❖ Commitment to provide required clinical and monitoring data
- ❖ Commitment to adhere and contribute to WGN's Equal Opportunities Policy
- ❖ Commitment to monitoring and evaluation processes
- ❖ Adherence to WGN's confidentiality and counselling policy
- ❖ Skills, knowledge and / or experience that support our objective of engaging with women from diverse London communities

The Volunteer Agreement and Honorary Counsellor Volunteer Task Description and Personal Qualities Specification do not constitute a contract but form part of a working agreement; subject to agreed variation.

We welcome and encourage applications from women of all backgrounds. We particularly welcome applications from black, minority and ethnic communities.

Honorary Counsellors Responsibilities

1. Key responsibilities

- To provide short or longer-term counselling to clients (subject to clinical need)
- To ensure that equality and anti-discriminatory practice is modelled in the therapeutic work
- To work from a gender responsive, trauma focused feminist framework
- To provide individualised therapeutic work from a strengths based perspective
- To provide a holistic therapeutic response
- To be able to work with the unique needs that clients bring
- To offer therapeutic opportunities that elicit empowerment and personal growth
- To be able to work and adhere to professionally agreed guidelines such as BACP / UKCP
- To be aware of, and comply with WGN's policies, procedures and service standards
- To comply with WGN's ethos and clinical model
- To undertake regular supervision
- To provide WGN a minimum notice at least 8 weeks if leaving placement
- To provide WGN a minimum notice of 4 weeks for holidays or any planned breaks
- To attend and contribute to team clinical meetings (a maximum of 4 a year)
- To assist with the evaluation of the service by accurate data completion
- To maintain adequate records of clinical work and provide appropriate statistical returns as required
- To participate in research as required
- To maintain training and continue professional development
- To attend all WGN mandatory training events and maintain a training portfolio of continuous professional development attendance

2. Key relationships

- Individual and group clinical supervision
- Liaison with the Admin team
- Liaison with Clinical Supervisors, Senior Counsellors, Clinical Manager & Line Manager

Honorary Counsellors Personal Qualities Specification

When completing your application please ensure you address the outlined specification and demonstrate how you meet the criteria by providing relevant examples.

Please note: Only applicants who are successful at interview will be offered a place on the induction training (which they will need to pass in order to be offered a placement WGN).

Personal Qualities Specification	Essential	Desirable	Assessed
Undertaking of at least a second year counselling diploma course or on a equivalent level	E	In final year of diploma or qualified	Application form / Interview / Certificates & References
A minimum of at least 150 hours of clinical counselling experience	E	Experience of working with client group Experience in working with survivors of gendered violence Experience of conducting counselling assessments	Application form / Interview
An understanding of emotional and practical issues which may arise in relation to survivors of gender based violence	E	An understanding of the psychological effects of trauma	Application form / Interview / Induction training
Demonstrate ability to develop good therapeutic relationships	E		Application form / Interview
Awareness of the needs of women from a range of cultures, backgrounds, sexual orientations, disability and religious beliefs. Ability to engage clients with different language and cultural needs	E	Experience of engaging clients from BAMER communities in therapeutic processes, and delivery of counselling which is culturally sensitive	Application form / Interview / Induction training
Commitment to a one year counselling placement which requires availability of one day a week	E		Application form / Interview

Personal Specification	Qualities	Essential	Desirable	Assessed
Commitment to provide counselling to 3-4 clients a week as agreed by WGN		E		Application form / Interview
Commitment to attend required clinical supervision & ability and willingness to make use of counselling supervision		E		Application form / Interview
Self-awareness and ability to reflect upon own internal process		E		Application form / Interview / Induction training
Ability to work independently		E		Application form / Interview
Commitment and ability to work within an anti-discriminatory anti-oppressive framework		E		Application form / Interview
Commitment to work within agreed guidelines, models, policies and procedures of WGN		E		Application form / Interview
Commitment to support the aims and objectives of WGN		E		Application form / Interview
Ability to work as part of a team		E		Application form / Interview
Willingness to work in different venues across London		E		Application form / Interview
Ability to manage the demands of working in a satellite venue, separate from WGN's central offices		E		
Ability to complete all clinical and administration forms as required		E	Experience of using clinical evaluations tools such as CORE	Application form
Ability to deliver counselling in a community language		D		Application form / Interview
Member of a Professional Body: BACP/UKCP or BPS		E		Application form / interview / Certificate
Completion and clearing of Enhanced Disclosure Barring Service (DBS) Checks & satisfactory references		E		Following passing of induction