



Dear Prospective Volunteer/Trainee counsellor

Welcome to KASP.

Volunteering has a lot to offer people from all different types of backgrounds and walks of life. Today, more and more people turn to volunteering to get involved in the community, to help a cause that they believe in, for personal development and to gain new skills.

We invite you to look through our information pack. If you decide that volunteering at KASP may be for you, the first step in the process is to fill out the application form.

If you have any queries or questions regarding your application, please feel free to contact us.

Thank for your interest in becoming a KASP volunteer/trainee counsellor

Yours truly,

Mandy Kirkland

Manager of Counsellor Volunteers



Entry Arrangements and Requirements for Trainee Counsellors/ Therapists 2024

In striving to deliver the highest quality service to adult survivors of child sexual abuse, KASP recognises that the skills and abilities of our counselling staff are of great importance. Consequently, we aim to uphold recognised standards in the recruitment process of counselling practitioners.

This document stipulates the entry arrangements and requirements that student counsellors must evidence to work as a counsellor within KASP. These requirements will be evidenced through the application form and associated supporting documentation, interview and training process.

Entry Arrangements

Trainee counsellors seeking a placement should contact KASP by telephone or email. When a vacancy becomes available, a recruitment pack will be sent out to the prospector. Or access on-line

Depending on the level of applications received, there may have to be a deselection process at this point. The applicants who have submitted their application form and successful, will be contacted and invited to attend an interview in due course. Those who have not will be notified. All applicants will also be required to complete an Equal Opportunity and Criminal Convictions Declaration forms.

All volunteer/trainee counsellor posts within KASP are exempt from the Rehabilitation of Offenders Act 1974 by the Exception Order 1975. Should you be invited to an interview you are required to disclose all convictions (spent or unspent). Previous convictions may not exclude you from volunteering at KASP. We would encourage you to apply and this will be discussed with you at your initial interview.

The successful applicants will be offered a place on KASP induction training programme. An enhanced disclosure application form will need to be completed under the PVG scheme at this point. Kasp requires trainee/volunteer counsellors to be certified before client work can commence.

The training programme also serves as part of the selection process. On completion, applicants will be informed if they have been successful in securing a placement with KASP.

Trainee counsellors/therapists who wish to continue to counsel within KASP beyond the end of their placement will be asked to attend a meeting to ascertain whether they are able continue on a voluntary basis. This decision will take into account their level of professional development and whether there are any volunteer counsellor vacancies.



KASP JOB DESCRIPTION

Unpaid and Trainee Counsellors

Counsellors help people to explore feelings and emotions that are often related to their experiences. Working in a confidential setting, counsellors listen attentively to their clients and offer them the time, empathy and respect they need to express their feelings and perhaps understand themselves from a different perspective.

Purpose of the post

To provide counselling and support to service users of KASP.

Responsible to

Manager of Counsellor Volunteers

Duties and responsibilities of the post

- To provide telephone, online and face to face counselling to service users at KASP premises
- To be prepared to commit one year to KASP as a volunteer, and work towards three hours per week
- To refer clients to other sources of help, as appropriate
- To ensure that personal records of service users are maintained, and appropriate information is provided to contribute to service monitoring
- To undertake client evaluation/review with allocated clients throughout the duration of the counselling contact.
- To actively promote the principles of equal opportunities and anti-oppressive practices
- To fully participate in monthly ongoing line management/ supervision with the Manager of Counsellor Volunteers and undertake any appropriate training identified.
- To attend mandatory individual supervision and participate in group supervision as outlined in the 'Requirements for Unpaid and Trainee Counsellors' document.
- To always observe strict confidentiality
- To be familiar with and abide by the areas outlined in the unpaid/trainee counsellor contract.
- To be familiar with and abide by KASP's policies and procedures and to have full understanding of, and uphold the Ethical Framework for Good Practice in Counselling and Psychotherapy (COSCA)



- To undertake other tasks within the remit of the post as deemed reasonable by the Manager of Counsellor Volunteers

Placement Trainee Counsellor/ Therapist Person Specification Applicants must:

- Be on a COSCA or BACP or UKCP regulated diploma in counselling training course, be deemed ready for placement by their training provider and be a student member of COSCA, BACP or UKCP. In respect of art therapy students, applicants must be on an approved BAAT art therapy training course, have completed at least one year training in counselling and be deemed ready for placement by their training provider.
- Applicants must have training in telephone and online counselling or be willing to undertake such training.
- Demonstrate appropriate interest in and knowledge of the issues involved in working with adult survivors of child sexual abuse.
- Give serious consideration to receiving personal therapy for the duration of their placement at KASP. It is a preference that trainees will have accessed personal therapy while offering counselling support at KASP.
- Evidence a level of self-awareness and demonstrate how you would use this in practice.
- Demonstrate an awareness of how issues of difference and equality impact upon the therapeutic relationship.
- Evidence awareness of the purpose and function of supervision.
- Be willing and able to commit to providing 3 hours of counselling practice each week.
- Be willing and able to commit to attending mandatory individual supervision each month
- Be willing to attend group supervision every 2 or 4 weeks
- Be willing and able to commit to the cost of external clinical supervision through the duration of the placement.
- Be willing and able to commit to work within the policies and procedures of KASP and to sign up to KASP trainee counsellor agreement.



- Be willing and able to attend mandatory experiential induction training at KASP covering significant aspects required to work with child sexual abuse including the impact of working with child sexual abuse.
- Commit to attend ongoing CPD training opportunities provided by KASP.
- Ability to work as part of a team
- Patience, reliability, humour and honesty.
- Arrange to have in place a clinical supervisor whom adheres to KASP clinical supervisor contract.