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Role Description

**Young Devon Volunteer (Plymouth Schools Counselling)**

**Plymouth, Devon**

**Time Commitment Required:**

* Counsellors are expected to offer a year’s commitment to Young Devon
* Five client hours per week and additional time to complete paperwork
* Supervision:
	+ individual – one hour per month
	+ group – two hours per month

**Responsible to:** Counselling Coordinator

**Young Devon:**

Young Devon is a charitable youth organisation that works with young people across Devon. Young Devon was founded in 1949 and since then we have supported young people in a variety of ways in our different teams and projects.

Some of these projects include youth counselling, housing and homelessness prevention, mental health support, support for young carers, Post 16 education programmes, youth mentoring, victim of crime support, Prince’s Trust programmes, delivery of the NCS programme and management of youth centres.

**Outcomes:**

* Young people’s improved wellbeing and quality of life, enabling them to become more resilient and succeed in their right to enjoy safe, healthy and happy lives.
* Secure young people’s right to participate and be meaningfully involved in society and to influence decision makers who have the power to impact lives.
* Invest in young people, assisting them in building their life skills, confidence and motivation; and create opportunities for them to make an active and valued contribution to their communities.

**Main Responsibilities:**

Volunteers sit at the heart of our team, undertaking a variety of roles that benefit some of Devon’s most vulnerable and at risk young people as well as the communities in which they live.

Irrespective of the role you undertake there are a core set of skills that we require from volunteers. We’re not looking for experts; we will provide training, support and supervision.

**We ask that potential candidates are able to:**

* Provide 1 to 1 counselling to young people aged 11 – 19. (Counselling within Young Devon is time limited and delivered as an ‘early intervention’ for an assessment and 7 sessions; however the period may be extended through consideration during the supervision process.)
* Use a non-judgemental and empathetic approach, so that service users feel valued in your presence.
* Work in accordance with Young Devon policies and procedures and adhere to the BACP Ethical Framework for Good Practice. (http://www.bacp.co.uk/ethical\_framework)
* Demonstrate a strong commitment to equality and diversity, recognising the different needs of people from across Devon.
* Ensure that safeguarding of children and vulnerable young people is carried out in line with Young Devon policies and procedures.
* Participate in meetings including: individual supervision, group sharing/supervision, relevant training and counsellor get-togethers.
* Develop positive working relationships with other Young Devon staff.
* Represent Young Devon in a professional and positive manner.
* Follow Young Devon’s processes regarding referrals, outcome measures, assessments, record-keeping and other administrative tasks.
* Perform in line with funding contract requirements.
* Work as part of the wider counselling team and the YES centre team.
* Demonstrate effective communication skills, to enable you to engage with adults and young people from a range of backgrounds.
* Recognise young people’s distress and allow them the time and space to participate as appropriate.
* Act as a positive role model, demonstrating positive values and behaviour that young people can model their behaviour on.
* Demonstrate the ability to operate in a safe manner, with consideration given to both the physical and emotional welfare of service users.
* Perform reliably so that both young people and Young Devon can invest in you and you in us.

**OUR RELATIONSHIP**

**What we aim to provide you with.**

**Training, support and supervision:**

Training:  Volunteers will be required to attend a Young Devon Induction day.  Volunteers will have opportunities to attend additional training provided around issues related to the role as and when available.

Support:  Young Devon values its volunteers and prides itself on supporting volunteers.

Supervision:  All volunteers will attend a monthly supervision session.  This will give you the chance to maintain your written records and discuss any concerns or areas to explore in your work. Supervision also provides the opportunity to discuss any areas of further training that you may wish to pursue for your personal/professional development.

**Volunteer Passport**

All volunteers are expected to complete a volunteer passport through their time working with Young Devon. It is designed to show a record of all that you have achieved and completed during your introductory period with Young Devon.

On completion of 25 hours of Volunteering, you will also be eligible to be considered for Sessional (Paid) roles with Young Devon.

**Our Values**

We encourage leadership, promote professionalism and celebrate innovation.

We are trusting and trustworthy, non-judgmental, honest, empowering and challenging.

**What we ask you to provide as a member of our team:**

Knowledge:

* A diploma level qualification, or be in second year of training on an approved diploma level course.
* Safeguarding, child protection, confidentiality, health and safety, and risk assessment procedures.
* Ethical framework for good practice in counselling & psychotherapy (BACP).
* Issues affecting the young people and communities in which they live.

Skills & Abilities: Your application will be assessed throughout the process against the following criteria. When completing your application form you are advised to address the following:

* A commitment to the safeguarding of young people.
* Awareness of issues and procedures relating to confidentiality and child protection.
* A professional manner that promotes the best interests of young people, and that reflects positively on Young Devon.
* Loyalty and honesty.
* An ability to relate to and empathise with young people and their aspirations.
* Interpersonal skills – listening and communication that engages and encourages others.
* Ability to work with young people on a one to one basis.
* A non-judgmental and flexible attitude.
* Ability to work within a team.
* An enthusiastic approach.
* Reliable, punctual and able to maintain communication with the project worker.
* Basic computer skills.
* An understanding of and interest in the work of Young Devon and a commitment to the values underpinning our work.
* A commitment to attend training and complete all online mandatory training.
* Adherence to policies in relation to confidentiality and personal integrity as well as the volunteer policy.
* Agreement to notify Young Devon immediately of any changes to your personal circumstances that may impact on your suitability or your availability for your volunteering role (eg a criminal conviction, cautions, warnings, reprimands).
* Agreement to wear your ID badge at all times when undertaking Young Devon business.

Young Devon is committed to Safeguarding children, young people and vulnerable groups and all eligible applicants will complete the required checks through the Disclosure and Barring Service (D.B.S.)