

March/April 2025

Dear Applicant

**Application for the post of: Bereavement Counsellor**

Thank you for your interest in the above post. Please find enclosed the following:

* Application Form
* Rehabilitation of Offenders Declaration
* Equal Opportunities Monitoring Form
* Job Description
* Person Specification

Please read the Person Specification thoroughly as you will need to comply with its requirements in order to be short listed.

Please return your completed forms to me via email at [kate@childrensbereavementcentre.co.uk](mailto:kate@childrensbereavementcentre.co.uk) or by post marked “Private and Confidential”.

The closing date for receipt of applications is **Monday 14th April at 5pm.**

Yours faithfully

Kate

Kate Baxter

Chief Executive

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**Children’s Bereavement Centre**

**Job Description – Bereavement Counsellor**

**Base: Mansfield & Ashfield with regular travel to Newark**

**Salary: £23,056 to £25,084 per annum (FTE £28,821-£31,356) per annum dependent on experience**

**Hours: 30 hours (4 days per week)**

**Responsible to: Bereavement Team Lead**

**Role**

To deliver and develop a range of 1:1 and group person-centred counselling for children, young people and their parents/carers, with psychological and emotional issues as a consequence of a terminal diagnosis or bereavement and to advise the professionals who support them. In your role you could be responsible for supporting and mentoring a small group of bereavement volunteers, dependent on experience, for which full training will be given. This service will be predominantly based in/or around Mansfield although the post holder will be required in the course of their duties to travel to Newark for meetings and undertake work at other locations where clinically indicated.

**Main Duties and Responsibilities:**

**Bereavement Support Services**

* Manage an active caseload of clients and deliver 1:1 counselling and bereavement support through identifying and responding to the needs of your client and adjusting intervention when needed.
* Contribute to the development of 1:1 and group support as part of the Children’s Bereavement Centre Team.
* Carry out family assessments to holistically assess, plan and evaluate an individual’s requirement for counselling support.
* Provide advice and guidance calls to families
* Dependent on experience, provide 1:1 and group support/mentoring/observations of volunteers to ensure quality of service and increase retention of volunteers.
* Identify and report safeguarding concerns.
* Promote and provide advice and support to professionals within the local community.

**Administration**

* Establish priorities in organising caseload and management with support and supervision from the Bereavement Team Lead.
* Liaise with parents/carers, referral sources and professionals in related agencies of health, education, and social services.
* Update database and calendar, ensuring all case notes and assessments are up to date and accurate.
* Liaise with the Volunteers Coordinator and other staff, as appropriate to ensure effective communication regarding client work and volunteers.
* Ensure open and clear lines of communication between the post holder and all other staff in the service to maintain good working relationships.
* Input into the multi-disciplinary team and attend staff meetings when required.
* Advertise and promote the service as required.

**Training and Supervision**

* Remain abreast of current trends and innovations by means of personal study and attending and participating in appropriate training courses, conferences etc.
* Be an individual member of a relevant professional organisation such as the BACP and adhere to their legislation and best practice.
* Participate in service training activities.
* Ensure supervision of one’s own work is effective.
* Maintain up to date knowledge of service policies and procedures.

**Personal**

* Able to work alone in community venues following lone-working procedures.
* Ensure that the welfare of the child is paramount and that safeguarding procedures are followed when necessary.
* Have a current driving licence with access to a vehicle.
* Maintain security and confidentiality of any information received in the course of your duties.
* Maintain standards of conduct to sustain public confidence in the Children’s Bereavement Centre.
* Take personal responsibility for professional development and education to remain a credible practitioner.

**Other Duties**

This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general area of responsibility and grade of post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

**Person Specification – Bereavement Counsellor**

**Essential Criteria**

* Fully qualified to minimum level 4 counselling or therapy qualification.
* Minimum of 2 years’ experience of supporting bereaved children and adults.
* Knowledge of “Attachment” theories and Child Development.
* Knowledge and understanding of the stages of grief.
* Able to provide person-centred models of support.
* Up to date knowledge of safeguarding children.
* Excellent report writing skills.
* Understanding of equality and diversity.
* Experience of working in a team and ability to prioritise and “think on your feet” when working alone.
* Experience of working with people from a wide variety of backgrounds.
* Experience of working with Microsoft Office applications.
* Ability to work flexibly (some evenings and weekend work).
* Understanding of confidentiality.
* Ability to empathise with families in stressful circumstances.
* Non-judgemental attitude.
* Holder of a full, current UK driving licence and access to vehicle.
* Commitment to further training and personal development.
* Commitment to equal opportunities.

**Desirable Criteria**

* Experience of delivering therapeutic social events and/or workshops
* Experience of supporting and/or supervising staff and/or volunteers.
* Experience of using a service delivery database
* Knowledge of local services for signposting

**Application Form: Bereavement Counsellor 2025**

|  |  |
| --- | --- |
| Name | |
| Address  Postcode | |
| Telephone:  Day Evening | |
| Email address: | |
| Please give the names and addresses of two people who we can approach for a reference, one of whom should be your current or most recent employer if you have been employed within the last two years, neither must be a relative: | |
| Name  Address  Email  Telephone  Can we approach before the interview YES/NO  Length of time known | Name  Address  Email  Telephone  Can we approach before the interview YES/NO  Length of time known |
| Are you related to any current worker or trustee of the Children’s Bereavement Centre? YES/NO  Do you have a full driving licence and use of a car YES/NO | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EDUCATION AND TRAINING**  Please give details of Secondary Schools and Colleges attended both full and part-time and any other relevant training courses (continue on a separate sheet if necessary): | | | | |
| From/To | Name and Address of School/College | | Details of examination,  results and qualifications | |
|  |  | |  | |
| **EMPLOYMENT HISTORY**  Please give details of your previous employment during the last five years, starting with the most recent (continue on a separate sheet if necessary): | | | | |
| From/To | Name and Address of Employer | Position held and main duties | | Reason for leaving |
|  |  |  | |  |

**Please give details of your experience in each of the following areas:**

**(Continue on a separate sheet if necessary)**

|  |
| --- |
| 1. Please tell us about your experiences and successes in supporting bereaved children and families |
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| 2. Please tell us about the personal and professional qualities you feel you have that would help you in this role |
|  |
| 3. Tell us about how you have supported other team members (staff and/or volunteers) practically and emotionally |
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| 4. Give examples of how you will maintain clear lines of communication with the Centre and key staff, volunteers and professionals |
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| 5. Give examples of how you have worked well under pressure, identifying conflicting demands and establishing clear priorities in order to meet agreed objectives. |
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| 6. Give examples of your administration experience and ICT skills. |
|  |
| 7. Describe your understanding of equal opportunities and anti-discriminatory practices with reference to this role. |
|  |
| 8. Please tell us anything else about yourself which supports your application for this post. |
| **I confirm that the information I have given in this application is true and accurate to the best of my knowledge.**  **Signature: Date:** |

**Rehabilitation of Offenders Act 1974**

**Declaration**

I confirm that the information I have given on my application form is correct and complete, and that misleading statements may be sufficient for cancelling any agreements made. I understand that, in the event of being short listed for interview, I may be required to complete a confidential declaration in respect of my state of health. Because of the sensitive nature of the duties the post holder will be expected to undertake, I also understand that the declaration will include details of any criminal convictions, cautions, reprimands, and final warnings and any other information that may have a bearing on my suitability for the post.

I understand too that an Enhanced Disclosure will be sought from the Criminal Records Bureau in the event of a successful application.

Signed

Dated

Any information you give will be kept confidential. The Data Protection Act 1998 requires that personal information is obtained and processed fairly and lawfully; is only disclosed in appropriate circumstances; is accurate, relevant and not held longer than necessary and is kept securely.

**Children’s Bereavement Centre**

**Equal Opportunities Monitoring Form**

This form will be detached from your application form upon receipt and will be used for monitoring purposes only.

As part of the Children’s Bereavement Centre’s commitment to make equal opportunities a reality we are monitoring the response to our job vacancies. This will allow us to evaluate how successful our advertising has been and will only be used for this purpose.

The form will be kept separately from your application form and will be anonymous.

Strictest confidentiality and anonymity will be maintained at all times. Your replies will not be used for any purpose other than monitoring. They are not part of the selection process.

Please state:

**Age:**

**Sexuality:** Bisexual 🞏

Gay 🞏

Heterosexual 🞏

Lesbian 🞏

Transgender 🞏

**Disability:**

Do you consider yourself to be disabled? Yes 🞏 No 🞏

Are you registered disabled? Yes 🞏 No 🞏

**Ethnic Origin:**

I would describe my cultural or ethnic origin as (please tick relevant box in each column):

African 🞏 Black 🞏

Caribbean 🞏 White 🞏

Asian 🞏 Dual Parentage 🞏

South East Asian 🞏

British 🞏

Irish 🞏

Other European 🞏

Other (please specify) 🞏

How did you hear about this vacancy?