



**Child and Youth Counsellor**  
**Part time**  
**(Two Positions)**



## About PIPS:

PIPS Suicide Prevention Ireland Charity is here to provide counselling and befriending support to individuals who are experiencing or have experienced suicidal thoughts or mental unwellness. PIPS Charity also provides support to families and friends who have been touched by suicide.

Our life saving services provide direct support to individuals who are in need. We offer a free, confidential counselling service, with no restriction on the number of sessions provided. We also offer a crises walk in service in Belfast and a crisis telephone service at other locations during our opening hours.

## Background:

PIPS Charity seeks to deliver Suicide Prevention and Bereavement Support Services including Counselling, Crisis Support, Complementary Therapies, Befriending, one to one sessions, mentoring and support groups, sign posting to support organisations and home visits across Belfast and throughout Northern Ireland.

The organisation's origins are linked to the unfortunate tragedy of 14 young people taking their own lives over a short period of time and the coming together of a range of stakeholders compelled to try to address the issue. The organisation began, and very much remains, a community led organisation with a strong grass roots led ethos to suicide prevention and self-harm.

PIPS Charity understands that everyone is different, and we need to be able to offer an appropriate service to cater for individual needs. PIPS Charity is one of the few, if not the only suicide prevention organisation that offers an open door service with no appointment needed.

Since our foundation we have strived to combat the high levels of suicide throughout the various communities in Ireland by providing help and support to those families bereaved through a suicide or self-harm. We do this through the delivery of suicide prevention and

bereavement support services, 1 to 1 counselling, befriending services, advocacy support and complimentary therapies and our client led 'no appointment needed' service. This 'no appointment needed' approach ensures there is always someone to contact for a chat when a person might feel vulnerable, might be at risk of suicidal behaviours or is simply in need of assistance. PIPS is their light in the dark.

When a person comes to PIPS for help, they will be spoken to immediately and a stay safe/support plan will be put in place. We have an open door policy; you will not have to wait days or weeks to see a counsellor/therapist. In addition to providing this immediate support, PIPS acts as a gateway to other services. We provide a wrap-around service so that nobody feels alone.

PIPS also provide a range of bespoke training programmes in the form of workshops, which raise awareness and provide individuals with intervention tools and knowledge on topics such as suicide prevention, self-harm, eating disorders, self-care and befriending. To date, these programmes have been delivered throughout Northern Ireland to a wide range of groups, including coaches, secondary school students, universities, charities, community activists and a range of private businesses.

We're extremely lucky to be supported by the community over the years. People have carried out numerous events and fundraising activities, giving us the vital funds that allow us to keep our doors open, and continue providing these necessary life-saving services. We as a charity do not receive any core funding and are able to stay open and functioning by every person in the street who lends a hand.

As the demand for our services continues to grow, the community support and belief in our services has never waned and it is only through the generosity of members of the public and sponsors that we are able to continue our services.

Here at PIPS Charity, we can guarantee that families who have lost loved ones and people in crisis will always be at the heart of our work and their needs will always be paramount in our service delivery.

## **PIPS Vision & Mission**

### **Our Vision**

Our vision is to be recognized for the contribution we can make to preventing the loss of life, supporting families and helping building hope within our community and we do this by striving for a compassionate Society free from suicide.

### **Mission**

We help individuals, families and organisations who have been affected by suicide or mental un-wellness, and we do this by:

- Providing support and counselling services in an accessible and non-judgmental space for individuals to understand themselves and to better navigate their personal path in life
- Providing a neutral, compassionate and supportive environment by offering a space for peer groups to share their experiences of emotional challenges
- Working with organisations to nurture a culture of awareness and understanding of mental wellness, by providing specialist training and volunteering opportunities
- Working with local communities and government bodies to influence societal change with the aim to advance the understanding of suicide and mental wellness within Ireland

## **JOB DESCRIPTION**

|                                    |  |
|------------------------------------|--|
| <b>Job Title:</b>                  | <b>Child and Youth Counsellor – Part time</b>                  |
| <b>Reporting to:</b>               | Clinical Care Team Manager                                     |
| <b>Contract Type:</b>              | Permanent  |
| <b>Hours:</b>                      | 10 hours each post   |
| <b>Shift Pattern:<br/>(Post 1)</b> | Two evenings per week 3.00pm – 8.00pm<br>Evenings to be agreed |
| <b>Shift Pattern:<br/>(Post 2)</b> | Saturday 10.00am - 3.00pm<br>Sunday 10.00am – 3.00pm           |
| <b>Salary:</b>                     | £29,952 (Pro rata) per annum                                   |

### **Executive Summary:**

We are looking for two Child and Youth Counsellors who will be the first point of contact for children and young people aged from 4 years old up to 18 years old. Both roles will provide counselling services that encourage a climate for safe and trusting relationships.

Each role will see the individual working to professional standards to ensure that a high quality service is always delivered.

Both roles will be based at our Belfast offices; however, you may be required to travel to PIPS offices as and when required.

### **Key Responsibilities:**

As a Child and Youth Counsellor, the key responsibilities associated with the job role include:

- To assess the counselling suitability needs of young people, aged between 4 and 18, who have been referred to PIPS.

- To select appropriate therapeutic intervention and make decisions regarding referrals.
- Provide appropriate therapeutic intervention for the same, to include:
  - Short term one-to-one counselling (via face to face, telephone or webcam.)
  - Crisis intervention.
  - Co-facilitation of group work programmes for young people in conjunction with youth staff in a variety of settings.
- To assess risk of harm to clients and take appropriate action.
- To inform referrers, and other appropriate health care professionals involved, of outcome of assessments and service(s) for which the client is referred.
- To administer CORE Outcome Measures.
- To regularly attend clinical supervision in accordance with policy and procedures.
- To work in line with current safeguarding requirements and policies, in accordance with current NI legislation.
- To work in line with BACP good practice guidelines.
- To assist in the development of a referral process for young people, to other appropriate support systems, within the voluntary, statutory and community sectors.
- To liaise with other organisations in the voluntary, statutory and community sector, in the promotion of the service, and to ensure that the services we offer are targeting those most in need.
- To participate in events, meetings, conferences and training, as required by the organisation or line manager.
- To keep abreast and informed of new research, developments in practice, emerging programmes and changes in social policy, affecting children and young people.
- Work flexible hours to meet the needs of the organisation, which will include evening, weekend and residential events.
- Develop and maintain good working relationships with all adults responsible for the young people for whom PIPS provides a service.
- Facilitate the creation of a relaxed and friendly environment which will maintain and enhance the quality care to each client and maximise their opportunities for choice.
- Develop and maintain effective communication links with statutory, community and other voluntary organisations.
- Be responsible for both personal and professional attitude and behaviour when interacting with fellow colleagues and service users.

- Communicate effectively with other professionals who also provide services to young people.
- Observe and carry out health and safety procedures in respect of oneself, colleagues and the public.
- Participate in staff, team and project meetings on a regular basis.
- Provide monthly progress reports on all activities undertaken.
- To keep accurate statistics of all young people to whom PIPS provide a service.
- To publicise and promote the aims and objectives of the organisation.
- To adhere to all PIPS policies and procedures.
- To work alongside management implementing an individual and group programme of care involving the clients social, emotional and physical welfare.
- To evaluate the impact of all work undertaken and to contribute to the overall evaluation of the organisation.
- Be familiar with and comply with Health and Safety procedures and policy. In the event of a serious risk, take immediate action to reduce this risk, informing safeguarding officer.
- Comply with legislative frameworks relevant to the work.
- Ensure adherence to the Ethical Framework for good practice in counselling.
- Achieve the highest standards of safeguarding for families, children, young people and vulnerable adults who come into contact with our services.
- Maintain and ensure storage of records in accordance with PIPS' professional and confidential procedures.
- Promote equal opportunities in all areas of work.
- Implement monitoring and evaluation systems and procedures to ascertain user/stakeholder satisfaction and service impacts.
- To continue to participate in ongoing professional/personal development opportunities.
- To attend a personal review and appraisal meeting.
- Any other reasonable management request.

## PERSON SPECIFICATION

| Criteria                          | Essential   | Desirable |
|-----------------------------------|---|-----------|
| <b>Qualifications</b>             | <ul style="list-style-type: none"> <li>Professional qualification in counselling (minimum Level 4)</li> <li>Have a minimum of 100 hours post qualification experience of working with adults</li> <li>A high level of computer literacy and IT skills regarding common Microsoft platforms and applications.</li> <li>Accuracy and attention to detail.</li> <li>Excellent organisational skills.</li> <li>Excellent communication and interpersonal skills.</li> <li>Ability to work independently and as part of a team.</li> <li>Willingness to work flexibly.</li> <li>Self-motivated, adaptable, enthusiastic and positive approach.</li> <li>Ability to work to a high level of accuracy.</li> <li>Confidential, diplomatic and approachable with a high standard of service.</li> <li>Ability to prioritise, work to strict deadlines and have excellent time management.</li> </ul> |           |
| <b>Professional Accreditation</b> | <ul style="list-style-type: none"> <li>Must be an active participant in a professional body such as, BACP, BABCP, IACO or NCPS.</li> </ul>  |           |
| <b>Driving</b>                    | To apply for this role, you must have a full driving licence and access to a motor vehicle or have means to transportation.   |           |





## Application Details

The closing date for Application Forms is **25<sup>th</sup> April 2025**. Applications received after this will not be considered.

Completed Application Forms along with the Monitoring Form should either be emailed or sent by post, or delivered by hand to:

PIPS  
279 Antrim Road  
Belfast  
BT15 2GZ

## **We offer you:**

- **Competitive Salary**
- **Enhanced Sick Pay**
- **28 Days Annual Leave**
- **11 Paid Bank & Public Holidays**
- **Carryover of 5 Annual Leave Days**
- **TOIL**
- **Compassionate & Bereavement Leave**
- **Occupational Health Service**
- **Employer Pension Contributions**
- **Private Health Care**
- **Flexible Working Hours**
- **Comprehensive Induction & Support**
- **On The Job Learning**
- **Car Mileage Scheme**
- **Family Friendly Policies**
- **Free External Counselling Service**
- **Learning and Development Opportunities**