##### Expression of Interest for Sessional Counselling Services April 2025

##### GUIDANCE NOTES

#### Lenadoon Community Counselling Service is inviting expressions of interest from appropriately qualified, experienced counsellors to work across its client base on its full complement of contracts as part of its sessional counselling bank.

LCCS is seeking the services of Sessional Counsellors who can work during the day and evenings at our main service on Stewartstown Road and at any outreach centres we operate, as required. The level of sessions offered / provided will vary in line with Service demands however, only those expressions of interest / Sessional Counsellors who can offer a minimum of four sessions per week will be considered at this point.

A Service Level Agreement will be offered to those who successfully complete both the application stage and formal meeting.

Other relevant information:

##### *Expressions of interest which have effectively demonstrated they meet the criteria, will be invited to a formal meeting to further discuss their suitability to the Service. All those proceeding will be contacted to arrange a suitable date/time to meet. It is therefore important that the guidance notes are carefully considered when submitting expressions.*

Deadline:

Any Expressions of Interest that do not include all information listed and in line with the specification will be discounted as incomplete and will not move to scoring. All Expressions of interest must be received by **12pm on Monday 28th April 2025**. No late tenders will be accepted. All tenders must have the completed referee information attached and be appropriately signed and dated.

Scoring:

LCCS will use the information provided to score all tender applications. Please take note of the weighting criteria as this will be used to total score and only those tenders that score over 80 will be invited to proceed.

**About Us**

Lenadoon Community Counselling Service has been in operation since 1998 providing counselling, psychological and talking therapies as well as suicide de-escalation work in a community setting. The Service predominantly targets clients living in the Greater West Belfast area, although a growing proportion of the client base access the Service from across the city.

Our mission and objectives are:

**Mission**

“*To strive for excellence through the consistent delivery of high quality, professional, value for money, community-based counselling and psychological therapy services to improve the health and wellbeing of the people of West Belfast*”

Objectives

* To endeavour to exceed the expectations and needs of our clients and deliver services to the high standard they deserve
* To work in partnership with clients so that they may achieve good therapeutic outcomes
* To work in partnership with a range of health partners to share learning and experience and ensure people in West Belfast receive the best care
* To cultivate a strong value base throughout our Organisation reflective of our community development origins
* To achieve and maintain excellent clinical standards and practices
* To develop and maintain good support structures and a culture of continuous learning and development so that our staff are motivated and equipped to achieve excellent client outcomes

**PLEASE READ THE FOLLOWING FOR SUBMISSION OF EXPRESSIONS OF INTEREST.**

**UNFORTUNATELY, ANY EXPRESSIONS WHICH HAVE NOT FULLY DEMONSTRATED THE INFORMATION REQUIRED CANNOT BE CONSIDERED**

**General Information**

Expressions of interest **should be completed in writing and need to demonstrate** the individual’s ability to:

* Meet the essential and desirable criteria listed in this document
* Work within the parameters of the policies and procedures of the Service including its Code of Practice
* Demonstrate commitment to continuous personal and professional development previously and moving forward
* Demonstrate compliance with the relevant legislative framework relevant to the work
* Be prepared to travel to work at a range of outreach venues across the city where required

#### Personal Details:

Please ensure you provide a full and most up to date address and a telephone number for correspondence to allow us to contact you at short notice if required.

#### References:

Referees must not be family members or friends, and both must have good knowledge of your work and experience relevant to these guidance notes and can comment in a comprehensive manner. References will only be requested by us once a selection decision has been made and before a written offer of service engagement is made. These will be requested in writing, however we may also contact your referees by telephone.

**Education/Qualifications/Professional Membership/Accreditation:**

Please provide all the information requested

#### Work History / Experience:

It is vital that you are accurate in your completion of this section and that it applies to the Service information provided in these notes as well as the specification Information listed later. This information will be used to determine whether the length and relevance of your experience meets any criteria specified as essential/desirable to the Expression of Interest. It is important that you demonstrate how you meet the criteria.

**Qualifications, skills & accreditation**

**ESSENTIAL CRITERIA**

Qualifications

•Minimum Diploma in Counselling

AND

•Membership with either BACP / IACP / UKCP / BABCP / NCPS

AND

•Accreditation with either BACP / IACP / UKCP / BABCP / NCPS

AND

•ASIST (last 2 years)/ Mental health 1st Aid (last 12 months)/ Safe Talk (last 12 months)

•Safeguarding for Adults (last 2 years)

•Safeguarding for Children and Young People (last 2 years)

•Minimum 300 supervised hours, post qualifying

•At least 2 years proven experience of working with clients from disadvantaged areas

•At least 1 years proven experience of working with clients presenting with self-harm

*Please note LCCS may consider sessional counsellors who are working towards accreditation. However, LCCS reserves the right to shortlist and contract with only those counsellors who can demonstrate a high level of experience, qualifications and knowledge which enable them to work across the full range of contracts the service operates*

*LCCS also reserves the right to determine the relevance of professional accreditation in line with their own service needs*

**DESIRABLE QUALIFICATIONS, TRAINING & EXPERIENCE:**

* L5 in CBT or L5 in another relevant specialism such as substance misuse
* Foundation Degree in Counselling
* Mental Health Life Coaching
* Diploma / L5 in Children’s Counselling

**Demonstrable experience**

**ESSENTIAL**

* Minimum **300** supervised hours **post-qualifying**
* Comprehensive experience of assessing client needs and providing appropriate interventions in line with those needs
* Manage risk and safeguarding issues in accordance with legal and ethical requirements
* Maintain records in an ethical manner (in line with service requirements)
* Comprehensive experience of working confidentially
* At least two years proven experience of working with clients from disadvantaged areas
* At least one years’ proven experience of working with clients presenting with self-harm
* At least one years’ proven experience of working with clients affected by drugs and alcohol misuse
* At least one years’ experience of working with clients affected by trauma
* At least one years’ experience of working with clients aged from 16 years and up
* Comprehensive experience of working within the sessional limits of a range of contracts

*Details of where, for whom, for how long, types of clients etc. in relation to current or previous counselling services must be provided*

**DESIRABLE**

* Use of Core Net

**Added value**

**ESSENTIAL**

* Please list any relevant added value that you believe you can provide including any additional voluntary hours you would be prepared to provide.
* Please also list any specialisms or expertise that you believe can add extra value to the support services provided at Lenadoon Community Counselling Service.

**Scoring**

|  |  |
| --- | --- |
| **Award Criteria** | **Score out of 100** |
| Qualifications, skills, accreditation (with evidence of same) | 40 |
| Demonstrable experience | 40 |
| Added value | 5 |
| Flexible approach to working including at weekends and at outreach centres | 10 |
| Evidence of insurance and UTR | 5 |

**Sessional payrate**

LCCS will pay **£32** per attended client session. A client session will include any face-to-face therapeutic work carried out with clients (minimum 50 mins per session not exceeding 1 hr) as well as any relevant administration paperwork and monitoring the service requires relating to each client

LCCS will contribute **£22.50** for clinical supervision required in relation to LCCS clients only.

LCCS will pay **£10** DNA or cancellation fee in line with our attendance policy.

LCCS does not pay travel relating to the provision of sessional counselling services. These rates are correct at the time of publishing and are reviewed periodically.

All LCCS sessional counsellors are expected to be on the rota for our Weekend Service which operates 52 weeks of the year from 12pm to 4pm each Saturday and Sunday. This is a telephone support service and is paid at a rate of **£18** per hour. *At the time of writing this specification, sessional counsellors are on rota approx. 4-6 weekly basis for 2 days for each of the weekends they are on duty. This may change in line with the Service requirements*.