



Recruitment Information Pack

RISE Therapy Service
Counsellor

Welcome to Doncaster Mind!

Thank you for your interest in working with us here at Doncaster Mind.

In this pack you should find all the information you need to learn more about us and what we do. This includes:

- More about us, what we believe in and our values
- Our application process
- The job description and person specification
- What we expect from our staff
- What you can expect from us

Our organisation

Doncaster Mind is a passionate and energetic organisation that works to promote recovery from mental ill-health, improved emotional well-being and independent living. We offer a range of both face-to-face and online services from one to one support, groups, activities, guided learning and training and volunteering opportunities. We also work with Doncaster council and Rotherham, Doncaster & South Humber NHS Foundation Trust on specialist projects and services.

Our small team really cares about making a difference to the people of Doncaster and we work hard to make a positive change for people's mental health. Last year we helped over 1607 people who are living with mental health problems.

We have been supporting people in Doncaster for over 45 years.

We are affiliated to the Mind network **BUT** we are not a branch of national Mind – we are an independent local charity that fundraises locally and applies for grants and bids in order to continue our work.

We believe

- No one should have to face a mental health difficulty alone
- We won't give up until everyone experiencing a mental health difficulty gets the support they need and deserve

What people say about us:

"Being able to talk without judgement to my counsellor I've been able to reflect on how my past has affected me. I'm so grateful and now feel able to build my life back up and even help others. This service has been a life saver"

"I wasn't sure what to expect from mentoring but I gained so much from it and my mentor was great."

"I never speak out in groups, but I did - thank you. Keep doing what you have been doing"

"I have lost count now of how many students you have taken on as volunteers. The ones you have speak highly of Doncaster Mind and this is great for their development. Thank you"

"Thank you Doncaster Mind staff I really couldn't be more grateful for all the amazing work and support you do"

A note from our CEO



We are really pleased that you are interested in working with us. Applying for a job can be a big step for a whole range of reasons and we want to make Doncaster Mind a potential work option for as wide a range of people as possible. A diverse staff team creates the value in our services that we want all those we help to experience.

We have included as much information as possible in our pack. If you are interested in a vacancy but are unsure if you should apply, then I strongly recommend you give us a ring. It is equally important that you find out about us as well as us finding out about you!

We are always keen to hear from people who are passionate about mental health and about working to support those who are experiencing mental ill health. Perhaps you have had your own experience of mental ill health and feel that your own learning and journey may help you to support others.

We are proud to be able to celebrate the diversity of our existing team and welcome interest in from all cultures and backgrounds that make up Doncaster's community – whether that's for support, for employment, for volunteering or for partnership. We recognise our responsibility to be a force for good and aspire to being a great example of equality, diversity and inclusion in action.

We look forward to hearing from you!

Therapy at Doncaster Mind

To meet the current need in the community we are expanding our therapeutic services.

Under contract with the Integrated Care Board and Doncaster Council we provide a funded counselling service which is currently outstripped by demand from those wanting to access this service.

For this reason we have launched our RISE therapy service offering a wide range of therapeutic interventions to meet a variety of individual needs. This is a pay-for service, the proceeds from which are reinvested to contribute to additional free sessions for those who are not able to pay for this support themselves.

We want this development to compliment and work seamlessly with our other one to one and group offerings.

The Role

To support the development of this service, we are excited to be recruiting two qualified counsellors. The post holders will be registered with BACP, NCPS, UKCP or equivalent, have a qualification recognised by one of these professional bodies and at least 100 hours of experience delivering supervised client sessions.

These posts will require the delivery of appropriate therapeutic sessions, in a way that best suits the needs of the client, and we expect the post holders to deliver this service flexibly across our sites in Market Place, Cavendish Court and other community venues as required.

These part-time posts will suit individuals who are confident in their counselling practice and are looking to develop and expand on their experience and knowledge as well as contribute to a developing service.

Ideally, the post holders will also have a comprehensive understanding of various therapies that support mental health recovery, experience of undertaking client assessments and excellent administrative skills.

The post holders will also contribute to our wider team and Doncaster Mind objectives, spotting opportunities and contributing to our continual improvement and growth.

Job Description

Job Title:	RISE Therapy Service Counsellor
Hours:	22.5 hours per week – days/hours to be agreed (may include out of hours, and an element of fixed sessions)
Salary:	£26,290.00 per annum, pro rata (full time is 37.5 hours per week)
Contract:	Fixed term until 31 st March 2026
Responsible to:	Rise Service Manager
Responsible for:	No line management responsibilities
Hybrid working	Following successful completion of probationary period, there may be opportunities to work from home as and when clients/services/organisation allows
Annual Leave	25 days leave plus an additional 8 day bank holidays, pro rata
Aim of the post:	To deliver professional & high quality therapy & support the development of our Rise therapy service
Main deliverables:	
<ol style="list-style-type: none">1. Deliver high quality counselling to our clients2. Contribute to the ongoing development of our RISE therapy service3. Provide support to the RISE Therapy Service Co-ordinator	

Main duties:

- Undertake client triage and assessment as required
- Maintain the required client caseload
- Support the Rise Therapy Service Co-ordinator with monitoring and managing waiting lists
- Record all session notes accurately on a CRMS and uphold client confidentiality in line with Doncaster Mind policies
- Liaise with external partners where appropriate
- Undertake promotional activities with other members of the team

General duties

- Promoting equity in health by working in partnership with individuals and groups that face barriers to good health
- Acting as an ambassador and represent Doncaster Mind at external functions, events to a minimum of four per year
- Being familiar with the Doncaster Mind 'Code of Conduct' and ensure that it is followed at all times both by staff, volunteers and clients
- Participating in supervision and internal/external staff development including mandatory training related to the role
- Taking responsibility, with colleagues, for ensuring that all Health and Safety, Safeguarding, Information Gathering and Equality & Diversity requirements are met and all other Company policies complied with
- Attending and contributing to regular team meetings
Ensuring understanding of and compliance with all Doncaster Mind's policies and procedures.
- Working in alignment with the aims, objectives, and core values of Doncaster Mind, including working with all members of the community some of whom are victims, perpetrators & ex-offenders
- Undertaking any other duties that may from time to time be reasonably required

Working within Doncaster Mind values

- Ensure a commitment to quality, working within Doncaster Mind's policies and procedures
- Actively engaging within supervision
- Contribute to the wider development of Doncaster Mind

- Be a champion for mental health
- Working collaboratively across all Doncaster Mind services to help achieve the strategic vision of the organisation

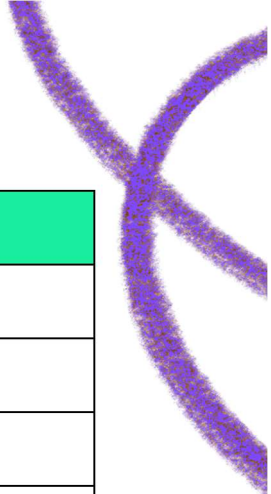
The post holder will carry out any other duties, which are within the scope, spirit and purpose of the job as requested by the line manager. If duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder.

Essential qualifications:	A full psychotherapy or counselling qualification recognised by a professional body such as BACP, NCSP or UKCP for example.
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Person specification

Don't just tell us how you meet the specification – show us! Feel free to tell us about projects you've worked on, awards you've won, training you've undertaken, developments you contributed to. Feel free to add photos and videos

Knowledge, Skills, and Experience
Experience of working directly with individuals seeking counselling
Experience of delivering high quality counselling/talking therapy
Experience of managing complex boundaries
Experience of dealing with safeguarding issues
Experience of office work and procedures
Experience of the voluntary sector
Experience of supporting fundraising events
Confident in ability to build rapport with a variety of audiences both virtually and face to face
Knowledge and understanding of mental ill health and recovery
Awareness of Data Protection issues and the ability to work with confidential sensitive information
Experience in working as part of a team
An understanding of the role of training, coaching, counselling and health promotion in supporting people's mental health.
Practical Skills
Excellent time management skills
Ability to manage competing demands
Strong interpersonal skills
Excellent verbal and written communication skills
Ability to work under pressure and to tight deadlines
Awareness of professional boundaries with clients, organisations and companies at all time



Values and Attitudes
Non-judgmental approach to people
Empathy for the client group
Willingness to offer some flexibility in working hours
A clear commitment to the values of Doncaster Mind and the voluntary sector
Self-awareness of own competencies, practical needs and personal resilience, and willing to seek help with these where necessary

* Experience – you should be able to draw on four or five different examples you could use to describe your experience*

*Significant experience – you should be able to comfortably draw on a range of experiences from a number of different situations learnt over a period of time

Our application process

We prefer to have a conversation with you about the role before you apply. We know application forms take ages to fill in, and you may also be worried that your skills and experience might not be a good fit.

We absolutely want to make our roles as accessible as we can to the widest range of applicants, so these conversations give you the opportunity to ask questions, check your skills and experience against the role, and find out more about the application process.

If you would like more information or to express an interest in this role **please email helen@doncastermind.org.uk**

Closing date for interest in the role: 23rd May 2025

Closing date for applications: 27th May 2025

What we expect from our people

Our clients and colleagues are really important to us. We want Doncaster Mind to be a great place to work and to receive services from, so we have some expectations of our staff.

You will:

Put our clients at the heart of your work: Our clients are always front and centre of the decisions we make, and all the work we do is to enhance their lives, progress mental health awareness and reduce stigma. As part of the Doncaster Mind team, we will expect you to put clients at the centre of your work

Be empathetic and compassionate: You feel able to walk alongside someone else and appreciate what they are going through, even if this is different to your own experience. You do this with compassion and kindness

Value difference: Whether this is a protected characteristic or a different point of view, you will embrace diversity and value the differences and contributions we all bring

Champion equity: Whenever you are representing Doncaster Mind, we expect you to be championing equity in mental health services, and equity across all communities for good quality mental health services

Be non-judgmental: Mental health and wellbeing can be sensitive and challenging subjects. Everyone experiences mental health differently and we all bring a non-judgmental approach to our work. You may also need to challenge others' stigmatising views in a gentle and non-judgmental way.

Be open and transparent: You're honest with our clients about what help we can give, and open about our expectations of them. You give your views generously and equally listen to others.

Be prepared to muck in!: We're a team and sometimes the unexpected happens. We expect all of our people to support each other, and this might mean you end up doing something you didn't expect to do, within reason!

What our staff can expect from working with us

We're a friendly team who are passionate about improving mental health for everyone. So you'll be joining a group of likeminded people working together for a common cause. Whether it's tea and cake in our staff room, or a quick catch up on Teams you can be assured of joining a welcoming organisation with wellbeing in mind.

We offer a range of benefits:

- **Hybrid working:** Most of our roles offer hybrid working arrangements, with the exception of a few fully office-based roles. There is a usual expectation of some office-based work in our hybrid roles but this depends on the role. Please check the role requirements at interview. If you prefer to be fully office based, you also have this option
- **Flexible working arrangements:** when home working staff have the opportunity to flex their hours between 6am and 9pm to balance their work, life and wellbeing.
- **Annual leave:** 25 days annual leave (excl. bank holidays). On completing 3 years continuous service at Doncaster Mind, full time employees are entitled to an additional 1- day annual leave per year up to a maximum of 30 days. All leave is pro-rated for parttime employees. We also offer additional compassionate and special leave.
- **Pension contribution:** Doncaster Mind pays 3% employer pension contribution
- **Professional body membership fees:** Where this is an essential part of your role, you can claim these back
- **Working in a values-based organisation:** We are constantly trying to evolve and find ways to live our values. This means sometimes we will all get it wrong, and we will all learn together
- **Personal development:** We are a small but ever developing organisation, always seeking to work in new areas and on new projects. As such there are plenty of opportunities to work across service boundaries, learn new roles and work on new projects.