

## The Norwich Centre for Personal & Professional Development

The Norwich Centre is unique in providing an opportunity to work in an internationally renowned agency dedicated to the person-centred approach. We have a reputation for our professionalism and for the high standard of our work. In return for your time, we can offer you the opportunity to work with clients of all ages and backgrounds, and we will provide monthly group supervision plus an allowance towards the cost of individual supervision. We aim to provide support during the period after qualifying, when work either paid or unpaid can be hard to find. The hours and supervision will count towards accreditation, and there may be an opportunity to extend your placement to two years, enabling you to complete enough hours and the minimum time to apply for accreditation.

The Norwich Centre is a Registered Charity which aims never to turn anyone away if they are unable to pay the full fee. Originally a partnership of six counsellors, set up in 1979, it became a charity with an associated limited company in 1992. Dr Caroline Kitcatt is Centre Director of The Norwich Centre and Managing Director of Norwich Centre Projects which manages commercial contracts. All profits from the company go to fund the work of the charity.

### **Post-Qualification Counsellor Placements**

The Norwich Centre has a number of placements available for post-qualification counsellors who can offer a minimum of five counselling sessions per week to Norwich Centre clients during the period of their placement. The placement is for one year in the first instance and there may be an opportunity to extend it for a further year. The exact time these hours will be worked will be agreed with the Centre Director. They are subject to room availability.

## **Counsellor Job Description**

Responsible to: The Centre Director

Volunteer counsellors are directly responsible to the Centre Director for providing a professional counselling service to clients of the Norwich Centre so that the organisation fulfils its charitable aims.

Post-qualification counsellors are invited to attend Forum Meetings which are held at least four times per year.

### **Salary:**

These are voluntary positions. The Centre provides monthly group supervision, plus an allowance towards the cost of individual supervision (currently £18 per 4 weeks). You are required to ensure you have the appropriate level of supervision to meet BACP requirements. Field supervision is provided by the Centre Director.

### **Job Description:**

Counsellors undertake:

To work therapeutically with individual clients allocated to their case load.

To work within the Ethical Framework of the British Association for Counselling and Psychotherapy (BACP).

To respect the context within which they work and to be aware of and comply with the policies and procedures of the Norwich Centre.

To maintain confidentiality and not to discuss or disclose information relating to clients or the Norwich Centre except within the supervisory or line management relationship.

To maintain accurate and up to date client and administrative records as required taking into account current Data Protection legislation as necessary.

To attend regular supervision in accordance with BACP guidelines and Centre policy.

To negotiate appropriate fees with clients and receive and record fees received.

To have an annual appraisal with the Centre Director.

To undertake training and activities in support of their continuing professional and personal development and to keep abreast of relevant legislation.

**Minimum Qualifications:**

Post Qualification Counsellors:

Essential

A Diploma in Counselling from a BACP Accredited training course in the Person-Centred Approach.

Experience of working within a team

Individual full member of BACP and you will be expected to join the BACP Register for Counsellors and Psychotherapists as soon as possible.

**To apply for a placement, please complete and return an application form to:**

Dr Caroline Kitcatt  
Centre Director  
The Norwich Centre  
7 Earlham Road  
Norwich  
NR2 3RA

**There is no closing date for applications, but you are advised to apply as soon as possible. We will interview all suitable applicants and offer placements as appropriate until all vacancies are filled.**