

# Domestic Abuse Counsellor

## Job Application Pack

Registered Office: 4-6 Mary St, Sunderland, SR1 3NH

[www.wwin.org.uk](http://www.wwin.org.uk)  
Tel: 0191 416 3550



NATIONAL  
COUNSELLING &  
PSYCHOTHERAPY  
SOCIETY

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Twitter: [@Wearside\\_Win](https://twitter.com/Wearside_Win)  
Facebook: [@wearsidewomeninneed](https://www.facebook.com/wearsidewomeninneed)



## **Introduction to WWIN**

Dear Applicant,

WWIN is a specialist domestic abuse service, providing accommodation and community-based services, aimed at supporting women and children at risk of, or suffering, from violence and abuse. WWIN has been at the forefront of this work for 40 years. In that time public attitudes to domestic abuse have changed, but two women a week are still killed in England and Wales by a partner or ex-partner. Domestic abuse continues to blight the lives of women and children across our area and WWIN's services have never been needed more.

WWIN is expanding services and strengthening our approach, building positive relationships with partner agencies and reaching into communities of need. We are looking for forward-looking, energetic and committed staff to work with us as we strive to create a safer community for families across Wearside.

Yours sincerely,  
Cullagh Warnock and Joanne Hayden (Co-Chairs) WWIN Board of Trustees

### **How to Apply**

Please complete the application form, *paying close attention to the job description and person specification* and send to: [amy.rossiter@wwin.org.uk](mailto:amy.rossiter@wwin.org.uk)

**Closing Date: Monday 20<sup>th</sup> January**

**Interview Dates: TBC**

All applications will be reviewed and assessed; all shortlisted candidates will be interviewed.

We want to make this an informal process and will invite candidates to come and share our ambitions for the development of this service – bring your ideas.

*We value diversity and promote equality. No terminology in this advert is intended to discriminate against any of the protected characteristics that fall under the Equality Act 2010. We encourage and welcome applications from all sections of society and are more than happy to discuss reasonable adjustments and/or additional arrangements as required to support your application.* Candidates must be eligible to live and work in the UK. All posts are subject to an enhanced DBS check.



WWIN are disability confident committed. If you have any form of disability, please let us know so that we can ensure that we can make reasonable adjustments for you within our application and interviewing process.

Candidates must be eligible to live and work in the UK. All posts are subject to an enhanced DBS check.

**Occupational Requirement (Equality Act 2010, Schedule 9, Part 1) applies to this post (The post is open to females only\*)**

### **About the service**

WWIN is an innovative, exciting, grassroots charity working across Sunderland and Wearside. Our purpose is to bring to an end the harm done through domestic and sexual violence to all survivors, and in particular women and children. Our work is

holistic and empowering, working alongside survivors to achieve independent lives free from abuse.

## About the role

The role of **Counsellor** provides adult survivors of Domestic Abuse with individual trauma informed, one to one counselling and therapeutic services.

We are seeking a candidate who brings ideas and energy to this new role, supporting the development of the service to meet the varied needs of our client groups and enhancing the overall outcomes of our Outreach and Refuge services working closely with other non-therapeutic staff and sharing skills and ideas to mutual benefit.

## About You

You will have at least 2 years post-graduate experience in delivering brief, mid and long-term one to one evidence-based psychological interventions and be able to work from an integrative perspective. This includes elements of person-centred, psychodynamic, psychoeducational, CBT, feminist and trauma informed approaches in your work to meet the needs of some high risk and complex cases. Applicants should have experience of working with domestic abuse within a therapeutic environment and be registered with an appropriate professional body. WWIN is committed to the personal and professional development of staff. You will be working within an experienced team willing to share skills, experience and support your learning and development.

## Working at WWIN

In return you will have access to a wide range of employee benefits including:

- An annual salary of £27,711 - £30,755 per year
- 32 days annual leave entitlement (pro rata) including statutory holidays, rising by one day each service year up to 37 days including statutory holidays
- Membership of the Nest Pension Scheme
- Wellbeing Initiatives and Employee Assistance Programme
- Opportunity to join the Blue Light Card discount scheme
- Free and discounted theatre and event tickets via the Tickets for Good Scheme

## DOMESTIC ABUSE COUNSELLOR

Role Title:	Domestic Abuse Counsellor
Location:	Sunderland – various sites
Reports to:	Counselling Service Manager
Hours:	30-37 hours per week
Salary:	NJC SCP 12 – 18 (£27,711 - £30,755) dependent upon experience and qualifications

### Job Description

The role will one to one trauma informed counselling and therapeutic services, alongside delivering education and therapeutic group work to a trauma experienced client group being supported by our Outreach and Refuge teams.

The post includes therapeutic delivery and administrative support to all counselling and therapeutic services/projects.

Applicants will have experience in delivering brief, mid and long-term one to one evidence-based psychological interventions and be able to work from an integrative perspective. This includes elements of person-centred, psychodynamic, psychoeducational, CBT, feminist and trauma informed approaches in their work to meet the needs of the client group and be able to develop and facilitate psychoeducational and therapeutic group work as and when required. We

Applicants should have experience of working with domestic abuse within a therapeutic environment, have post qualification experience, hold professional accreditation or be working towards accreditation. All applicants should be registered with an appropriate professional body.

WWIN is committed to the personal and professional development of staff. You will be working within an experienced team willing to share skills, experience and support your learning and development.

## SKILLS

### Essential:

- Able to develop good therapeutic relationships with clients and working relationships with colleagues.
- Ability to assess risk and manage appropriately.
- Manage therapeutic boundaries and confidentiality within the setting between clients and WWIN staff.
- Excellent verbal and written communication skills.
- Skills in delivering brief, medium and long-term interventions.
- Good IT skills.
- Good organisational skills.
- Good time management skills.
- Able to work independently and as part of a team.
- A flexible and adaptable approach to clients and working environment.
- An empathic and non-judgemental attitude.
- Demonstrate the ability to effectively work with people regardless of their ethnic, cultural, social backgrounds, their gender, age, religious belief, disability, and sexual orientation.
- Ability to offer advice and support to WWIN support staff on mental health issues and discuss appropriateness of referrals in relation to clients being supported in other areas of the service.
- Work within the organisations and the Counselling Service Policies and Procedures.

### Desirable:

- Group facilitation skills.

## EXPERIENCE

### Essential:

- Experience of working in a therapeutic/mental health setting.
- Experience of working therapeutically with people who have experienced trauma.
- Understanding the impacts and complexity of domestic abuse.
- Ability to assess the impacts of trauma to provide collaborative and structured therapeutic interventions.

- Understand effects of trauma on survivors of domestic abuse with reference to PTSD and anxiety-based disorders and presentations.
- Undertake and keep up to date relevant Safeguarding training.
- Ability to facilitate and demonstrate effective clinical and therapeutic change.
- Effective and efficient caseload management.

#### **Desirable:**

- Knowledge and experience of working from an integrative perspective with knowledge of approaches including elements of person-centred, psychodynamic, CBT, feminist, attachment-based theories, and trauma informed therapy.
- Previous work within the domestic abuse arena.
- Experience of working with CORE (Clinical Outcomes in Routine Evaluation) System and using clinical data effectively within client work.

### **QUALIFICATIONS**

#### **Essential:**

- Diploma/Degree or higher award in counselling, psychotherapy or counselling psychology **or** recognised training/qualification in a major therapeutic approach.
- BACP registered and accredited or working towards accreditation.
- Record of Continuous Professional Development
- Awareness or training in trauma informed approaches, domestic abuse and adverse childhood experiences.

#### **Desirable:**

- Ability to develop training programmes.
- Training in online or telephone counselling.

### **PERSONAL QUALITIES**

#### **Essential:**

- Ability to be self-reflective whilst working with clients and in personal and professional development and in supervision.
- Show motivation, creativity and passion about working with survivors of domestic abuse and improving outcomes for survivors.
- Ability to work well under pressure.

- Promote equality and diversity in all aspects of practice.
- Work ethically and professionally at all times adhering to the BACP Ethical framework.
- Manage boundaries effectively, sensitively and ethically.
- Resilience, self-governance, autonomy, good self- management and self-care.
- Understanding of the importance of upholding quality standards, performance monitoring and collating appropriate statistical information for funders.
- Knowledge of health and safety, including assessing high-risk situations for clients.

**This post is subject to an enhanced DBS check.**

If you would like to discuss the role further or have any questions, please contact:  
Amy Rossiter, HR Manager, email [amy.rossiter@wwin.org.uk](mailto:amy.rossiter@wwin.org.uk)



## How We Use Your Data for Recruitment

### Background

This privacy policy covers how Wearside Women in Need collect, use, store and protect the data that is supplied to us by job applicants and agencies.

### Our Commitment to Job Applicants

We believe completely in equal opportunities and will treat all applicants fairly with no discrimination. We never knowingly provide misleading information about the nature of the role. We would never charge a job seeker a fee for the purpose of finding them a role.

We are committed to managing your personal information securely and with respect in accordance with the General Data Protection requirements.

The information we collect may cover the following:

- Contact information (name address, phone number and email address)
- Information from application form, CV or covering letter (education, skills and qualifications).
- Health records (night worker assessment forms, health questionnaires) where required as part of the role.
- Occupational health report (higher level screening required for role) with access to medical records with consent being given by the applicant.
- Disclosure and Barring Record where a requirement for the role.
- References from the named referees that the applicant provides and only with the applicants' consent.
- Visa and proof of the right to work in the UK documents.
- Employment records (including job titles, work history, working hours, training records and professional memberships).
- Salary, annual leave, pension and benefits information.
- Access to your DVLA portal.

We may also collect, store and use 'special categories' of more sensitive personal data which require a higher level of protection such as information about your race or ethnicity, religious beliefs, sexual orientation and political opinions. Also, information about criminal convictions and offences.

### Purpose of Collection

The purpose of collecting this information is to find suitable candidates to fulfil a specific role within our organisation, and to check that you are legally entitled to

legally work in the UK. We collect personal information either directly from candidates or sometimes from an employment agency. We may sometimes collect additional information background check agencies.

Where appropriate, we will collect information about criminal convictions as part of the recruitment process. We are allowed to use your personal information in this way for the fulfilment of the contract or a legitimate business reason.

### **How the Information is Held**

Most information is transmitted by email and is stored on our computers, and paper-based filing. We use Microsoft which covers our email servers and Sage for payroll. All this information can only be accessed by authorised staff within our organisation. Our staff are trained to understand the importance of keeping personal data secure.

Our computers are safeguarded by anti-virus software and the regular changing of security passwords.

The information on candidates for specific roles will be held for 6 months in line with CIPD recommended best practice. After which paper files will be securely shredded and computer records deleted. Only if we have asked, and you have given your consent for the data to be held will this not apply.

### **Disclosure**

We may disclose the information for the purpose of obtaining referees. Where additional information is required the information may be disclosed to the Disclosure and Barring Service, your GP or an Occupational Health professional only after you have given your consent.

You have specific rights in connection with personal information: request access to your personal information; request correction of the personal information that we hold about you; request erasure of your personal information; object to processing of your personal information where we are relying on a legitimate interest; request the restriction of processing of your personal information; request the transfer of your personal information to another party and the right to withdraw consent.

### **Complaints**

Privacy complaints are taken very seriously and if you believe that we have breached your privacy you should in the first instance write to the CEO who has responsibility for Data Protection within WWIN stating the details of your complaint.

We would ask that you provide us with as much detail as possible to allow a thorough investigation. Your complaint will be acknowledged within 24 hours and we aim to resolve any complaint within 5 working days. However, depending on the complexity of the complaint and availability of external agencies it may on occasions take longer.

Should your complaint show that we have breached our duty of care we will report the breach to the Information Commissioner's Office

If you are not satisfied by our response you may complain to the ICO.

## APPLICATION FOR EMPLOYMENT

Occupational Requirement (Equality Act 2010, Schedule 9, Part 1) applies to this post which is only open to female applicants. WWIN will afford equal opportunity in all aspects of employment, irrespective of disability, race, religion, age, sexuality or marital status.			
<b>PRIVATE AND CONFIDENTIAL</b>			
For your application to be considered it is essential that you complete the relevant sections of this form. <b>Separate application forms must be used if applying for more than one post.</b>			
Post/By Hand form to:	Wearside Women in Need 4-6 Mary St, Sunderland, SR1 3NH		
Email form to:	<a href="mailto:amy.rossiter@wwin.org.uk">amy.rossiter@wwin.org.uk</a>		
<b>Position Applied For:</b>			
<b>PERSONAL DETAILS</b>			
<b>First name:</b>		<b>Surname:</b>	
<b>Title:</b>		<b>NI Number:</b>	
<b>Address:</b>			
		<b>Postcode:</b>	
<b>Tel No:</b>		<b>Mobile No:</b>	
<b>Email:</b>			
<b>Current Driving Licence:</b>			
<b>Are there any restrictions on you taking up employment in the UK?</b>			<b>Yes/No</b>

If "Yes" please provide details			
<b>EDUCATION/QUALIFICATIONS – Please add extra rows if required</b>			
<b>School</b>	<b>Dates</b>	<b>Qualifications Gained</b>	
<b>College/University</b>	<b>Dates</b>	<b>Qualifications Gained</b>	
<b>Other Training</b>	<b>Dates</b>	<b>Details</b>	
<b>CURRENT EMPLOYMENT</b>			
<b>Post Title:</b>		<b>Salary:</b>	
<b>Employer:</b>			
<b>Start Date:</b>		<b>End Date:</b>	
<b>Main Duties and Responsibilities: <i>Max 200 words</i></b>			

Period of Notice Required:	
Reason for leaving:	

<b>EMPLOYMENT HISTORY</b> <i>Please complete in full and include any voluntary experience</i>			
Employer	Job Title and Duties	Rate of Pay	Start/End Dates Reason for Leaving




**LEISURE** *Please note here your leisure interests, sports, hobbies, pastimes etc.*

**PERSONAL STATEMENT (Max 1,000 words)**





## CRIMINAL RECORD

*Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none, please state. In certain circumstances employment is dependent upon obtaining a satisfactory basic check from Disclosure and Barring Service (DBS)/Disclosure Scotland*

1. Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? Yes  / No

2. Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? Yes  / No

*The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.*

## REFERENCES

*Please note here the names, addresses and contact details (inc. email address & Tel No) of two persons from whom we may obtain references. One of which must be your **current or, if no current employer, most recent** employer.*

1.

2.

## DECLARATION *Please read carefully before signing this application*

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. I agree that the organisation reserves the right to require me to undergo a medical examination. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor). I agree that this information will be processed in accordance with the Data Protection Act.
3. I agree that should I be successful in this application, I will, if required, apply to the Disclosure and Barring Service/Disclosure for Scotland for a basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.

Signed:

Dated:

Please complete Equalities Monitoring on the following pages



## RECRUITMENT MONITORING FORM

### Occupational Requirement (Equality Act 2010, Schedule 9, Part 1) applies to this post

Consideration will be given to all suitably experienced and qualified applicants; in order to help us monitor this please complete the details below. The information you provide will be used solely for statistical analysis and will be treated as strictly confidential. On receipt it will be separated before consideration of candidates takes place.

Thank you for your assistance.

Post Title:	
Where did you see this post advertised?	

**Sex** Female  Male

**Gender** Man  Woman  Intersex  Non-binary  Prefer not to say  None

If you prefer to use your own term, please specify here:

**Are you married or in a civil partnership?** Yes  No  Prefer not to say

**Age** 16-24  25-29  30-34  35-39  40-44  45-49   
50-54  55-59  60-64  65+  Prefer not to say

#### What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

#### *White*

English  Welsh  Scottish  Northern Irish  Irish   
British  Gypsy or Irish Traveller  European  Prefer not to say

Any other white background, please write in:

#### *Asian/Asian British*

Indian  Pakistani  Bangladeshi  Chinese  Prefer not to say

Any other Asian background, please write in:

#### *Black/African/British/Caribbean*

African  British  Caribbean  Prefer not to say

Any other Black/African/Caribbean background, please write in:

#### *Mixed/multiple ethnic groups*

White and Black Caribbean  White and Black African  White and Asian

Prefer not to say  Any other mixed background, please write in:

#### *Another ethnic group*

Arab  Prefer not to say  Any other ethnic group, please write in:

**Do you consider yourself to have a disability or health condition?**

Yes  No  Prefer not to say

What is the effect or impact of your disability or health condition on your ability to give your best at work?  
Please write in here:

*The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.*

**What is your sexual orientation?**

Heterosexual  Gay woman/lesbian  Gay man  Bisexual

Prefer not to say  If you prefer to use your own term, please specify here:

**What is your religion or belief?**

No religion or belief  Buddhist  Christian  Hindu  Jewish

Muslim  Sikh  Prefer not to say  If other religion or belief, please write in:

**What is your current working pattern?**

Full-time  Part-time  Prefer not to say

**Do you have caring responsibilities? If yes, please tick all that apply:**

None  Primary carer of a child/children (under 18)

Primary carer of disabled child/children

Primary carer of disabled adult (18 and over)  Primary carer of older person

Secondary carer (another person carries out the main caring role)

Prefer not to say