# **COTSWOLD COUNSELLING – VOLUNTEER PLACEMENT**

Due to the constraints of room availability, client waiting lists and client demand, we ask prospective counsellors to be aware of the Agency’s criteria BEFORE applying to join the Team. These terms will apply to the contract:

Cotswold Counselling offers a much needed, essential service, therefore our greatest concern is that client needs are met throughout the year.

Counsellors will be responsible to the Clinical Manager.

Counsellors will be selected based on their experience, training and suitability to discharge the Agency’s objectives. In return, the Agency will provide counsellors with suitable clients and forum in which to exercise and further develop their counselling skills, as well as providing appropriate professional supervision.

# PLACEMENT REQUIREMENTS

* All counsellors are required to see a minimum of three clients per week.
* We are not able to offer remote-only placements to new counsellors starting with us as we require new starters to work in person with clients at our centre in Cirencester.
* One to one supervision is provided on a fortnightly basis at a ratio of 1:8.
* Counsellors are generally required to work in 3-hour blocks of 50-minute contact time, and 10 minutes ‘housekeeping’ time. This system helps with the allocation of room space. Consideration needs to be given to availability of time to include travelling, note writing and supervision.
* The expectation is that you will be in placement for a minimum of 2 years with an informal review at six months. Counsellors frequently stay with us for a great deal longer, often remaining for many years, throughout their training and post-qualification, so we are always open to this.
* Holidays – We ask that you take no more than 6 counselling days off per year, except in exceptional circumstances following discussion with the Clinical Manager. Obviously, everyone needs to take some time off, but we always expect counsellors to be very mindful of the impact breaks will have for clients in the counselling experience.
* A £60 (non-refundable), placement fee will be charged when a placement is accepted. As a charity, we fundraise to be able to deliver the service and to cover the cost of supervision for our counsellors along with a clinical line manager for ongoing mentoring support, professional liability insurance and highly subsidised workshops for your ongoing professional development. To help with this, we ask that you contribute this fee to support the Agency’s work in providing services to both our clients and counsellors.
* It is the counsellor’s responsibility to inform the Clinical Manager when they have a vacancy. Ideally, this communication should take place at least 2-3 weeks prior to the conclusion of the counselling with an existing client to enable the minimum of delay in change over time.