

The Well Counselling

Recruitment Policy and Procedure for Qualified Counsellors

Criteria for selecting volunteer qualified counsellors for interview

1. Applicants for Volunteer Counselling Posts must be qualified to at least Diploma Level 4.
2. Applicants must be in sympathy with the Christian ethos of the Lyttleton Well.
3. All applicants must complete The Well Counselling Application Form for Volunteer Counsellor.
4. Applicants may be able to provide two references.
5. Applicants must be a member of the BACP or other professional Counselling body.

Recruitment procedure

1. Applicants may apply online or in writing. Applicants who apply in writing will be sent the appropriate Application Form and a copy of this document.
2. All applicants will receive an acknowledgement of their application via email or by phone within two weeks of receipt.
3. Applicants who satisfy the above criteria may be invited for interview.
4. All applicants to attend an interview with the Head of Counselling.
5. The interview process includes standard questions and questions pertinent to each person's application.
6. Applicants who have not been counselling during the preceding 12 months may be required to conduct a counselling session with a 'client' (usually a member or past member of the counselling service).
7. Applicants must be willing to undertake the BACP recommended amount of supervision per month but this may be combined with supervision of private client work after discussion with the Head of Counselling.
8. Two references must be obtained before the offer of a position can be confirmed.
9. Applicants must hold a DBS certificate or be willing for The Well Counselling to apply for one on their behalf prior to commencing counselling. Convictions and cautions will not necessarily bar applicants from being accepted as a volunteer and will be considered on a case-by-case basis.
10. Unsuccessful applicants will be notified in writing or via mail within one week of their application or interview.

Advertising Budget

There is currently no budget for advertising for qualified counsellors. Regular advertisements are placed in the Churches Together newsletter and in local church notice sheets.

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