



**SPECTRA CIC**  
**JOB DESCRIPTION – Counsellor/Psychotherapist (Trans service)**

**Post details**

Job Title: Counsellor/Psychotherapist (working with trans communities).

Salary: £31,166 FTE: Part-time post pro rata at 2 days per week

Line Manager: Trans Programme Manager. Clinical Lead input.

**Main purpose of the job**

To provide individual counselling and group workshops to improve the health and wellbeing of trans people in London;

- Identifying and engaging with trans clients and specific target groups;
- Supporting individuals to express themselves, identify issues, develop coping techniques and initiate appropriate behaviour change;
- Following up all individuals with action plans, offering on-going one to one support and information to meet identified need.
- Maintaining and forging local, London-wide and national networks and partnerships.
- Monitoring and reporting, identifying changing and emerging need.

**Main responsibilities and tasks**

**Identify and engage with trans people seeking therapeutic support;**

Provide psychological support with trans, non-binary and questioning service users

Co-ordinate and report on therapy sessions, ensuring consistent and high quality therapy services.

Identify ways of supporting trans clients to develop effective, evidence based services.

Maintain efficient records and protection of client records.

Report on programme effectiveness

Refer and signpost individuals whose needs cannot be met by Spectra.

**Signposting and working with teams**

Liaise with individuals, teams and agencies working in the health sector, developing relationships and pathways.

Identify emerging issues for clients and ways to improve services and ensure this learning is shared across the team.

**Job Knowledge and Skills**

Relevant recognised qualification(s) at a master's level or post-graduate level, in the field of psychotherapy, counselling and/ or psychology. In addition, you must be a current accredited or registered member of a professional body (i.e. BACP, UKCP or BPS).

Understand the mental health support needs of trans people, with a detailed understanding of their broad support needs.

Understand how trans people can access other key services.

Know your own limits of skills, competences and responsibilities and work within them.  
Identify, assess and manage risks, including close liaison with Spectra's Safeguarding Lead.  
Manage your time, organisational resources and prioritise workload in liaison with manager.  
Participate and contribute to ongoing appraisal and learning.

**Responsibility for resources**

Ensure adequate supplies and written resources are available for trans clients seeking or accessing therapy and support.

**Other**

1. To maintain personal and professional development in order to keep up to date with current theory and practice in the sexual health, mental health, gender identity and psychotherapy fields.
2. To be available for work outside normal office hours.
3. To contribute to Spectra projects and initiatives as identified by line manager.

**Spectra standards**

**Equal Opportunities**

Spectra has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote its policy in their own work.

**Health and Safety**

Spectra is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

**Confidentiality and Data Protection**

Spectra is committed to maintaining protection of data and privacy of staff and clients. It expects all staff to handle individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain accesses to information they are not authorised to have.

**Systems**

To use Spectra computers and other technology as directed to ensure their full and proper use and to undertake any necessary training.

**Signature –job holder**

Signed:.....

Dated:.....

The duties of this post will change over time and will be reviewed and amended as necessary.

## EMPLOYEE SPECIFICATION

**Job Title: Counsellor/Psychotherapist (working with trans communities), Spectra CIC**

| No | Criteria/Competences | To be Tested at: |      |           |
|----|----------------------|------------------|------|-----------|
|    |                      | Form             | Test | Interview |

|                            |
|----------------------------|
| Skills/Abilities/Knowledge |
|----------------------------|

|   |   |   |  |   |
|---|---|---|--|---|
| 1 | Experience of providing one to one counselling to clients.  | √ |  | √ |
| 2 | Understanding of the complex issues faced by trans people and their diverse communities.                          | √ |  | √ |
| 3 | Knowledge of behaviour change theories, therapy models and motivations in mental health promotion.                | √ |  | √ |
| 4 | Knowledge of legal and medical issues for people of trans experience, including transitioning.                    | √ |  | √ |
| 5 | Excellent project management skills   | √ |  | √ |
| 6 | Experience of providing workshops for those facing mental health issues.  | √ |  |   |
| 7 | Knowledge of data/records systems. Ability to process and analyse data and write reports, including case studies. | √ |  | √ |
| 8 | Ability to problem solve, work independently and manage time efficiently.   | √ |  |   |

|            |
|------------|
| Experience |
|------------|

|   |  |   |  |   |
|---|--|---|--|---|
| 1 | Lived experience of the complex issues facing trans, non binary and questioning people in London | √ |  | √ |
| 2 | Experience in supporting and working with volunteers.  | √ |  | √ |
| 3 | Experience of working with trans people as service users.  | √ |  | √ |

**Other Factors (e.g. Genuine Occupational Qualifications)**

1 Ability to work in languages other than English common to the diverse communities in London (desirable)