

Portsmouth Deanery Office

St Faith’s Church,

Crasswell Street,

Landport,

Portsmouth,

PO1 1HT

15th February 2018

Dear Applicant,

**Deanery Youth and FE Chaplaincy Project: Counselling Development Worker**

Thank you for your interest in applying to operate this contract. Please find the following enclosed:

* **Background Information** about the Project and the need for this contract
* **Person Specification** detailing the kind of skills and attributes we are seeking
* **Appointment Process** with a broad description of the kind of Expressions of Interest we would like to see. This page also gives details of how and where to return Expressions of Interest.

We look forward to receiving your completed application in due course.

Yours sincerely,

Sam Duddles  
Youth Chaplaincy Co-ordinator

On behalf of the Deanery Standing and Pastoral Committee

**Background**

Supported by parishes across the city, the Deanery Youth & FE Chaplaincy Project aims to touch the lives of young people and staff in our local secondary schools and FE colleges. In addition to this we seek to build the confidence of the congregations across Portsmouth Deanery.

We currently provide volunteers in four local secondary schools and two FE colleges. We are supported by the Diocesan Youth and Children’s work advisor, a Deanery Support Group and a Prayer network. We have a social media presence on Facebook @youthchaplaincy and Charlie the Chaplaincy bear can be followed on Twitter @chaplaincybear. We employ two part-time members of staff alongside a half-time ordained stipendiary post.

The purpose of this post is to create space for young people where they can discuss some of the big questions in life in local secondary schools and FE colleges. This post is part of a wider Christian

presence in the city of Portsmouth.

The post is for 11 hours per week, with remuneration of £10.50 per hour on an employed basis. The post is for 40 weeks in a year (with a further 43 hours of paid leave including Bank Holidays). The Line Manager is the Youth Chaplaincy Co-ordinator. Some further administrative support is available by negotiation from the Deanery Office at St Faith’s Church, Crasswell Street, PO1 1HT.

**This Role**

We are seeking to develop a new role within the Portsmouth Deanery Youth Chaplaincy team. This role will enable the existing counselling provision to grow so that we can offer more support to the team of volunteers who work for the Youth Chaplaincy across the city of Portsmouth. It will also create more flexibility to enable us to support the needs of the FE colleges.

**Person Specification**

In appointing to this post, Portsmouth Deanery seeks a person with the following skills and attributes. Evidence for these will be sought during interview.

**Qualifications and Experience**

**Essential**

* A Counselling Qualification of at least Diploma level
* A Counselling Supervision Qualification of at least Diploma Level
* Have counselling experience of working with Young People aged 11-18
* Have a good understanding of safeguarding as may be required to be a lead in this aspect

**Essential for the role**

* Attend their own clinical supervision regularly
* Attend staff supervision and other meetings
* Strong management of time boundaries
* Write up termly reports with an overall report at the end of the academic year.

**Desirable for the role**

* Have good IT skills as report writing would be necessary, supported by relevant statistical data
* Offering 6 counselling sessions per week to young people aged 11-18
* Offer clinical supervision to other volunteers within the project such as the mentor working at Priory School and those offering their time in the Prayer Room at Charter Academy
* Offer weekly chaplaincy support at each of the colleges (Portsmouth and Highbury)
* A commitment to the Christian ethos of the Project and an understanding of the Christian Faith.

Please note: The successful applicant will be required to complete a DBS clearance prior to commencement and completion of any required safeguarding training.

**Appointment Process**

Expressions of Interest are required by **Noon on Wednesday 28th March** to Sam Duddles, c/o St Faith’s Church Office, Crasswell Street, Landport, Portsmouth, PO1 1HT, or by email to [portsmouthdeanery.admin@portsmouth.anglican.org](mailto:portsmouthdeanery.admin@portsmouth.anglican.org)

Expressions of Interest may be in any suitable format, but should include:

a) Contact details

b) A CV of the person who wishes to operate this contract

c) A supportive statement expressing how the applicant for this contract meets the person specification and in which respects they are qualified to undertake the tasks of this role.

d) Contact details of at least two professional referees who should be able to comment on their most recent work experience and/or their ability to undertake the tasks required in the role.

Those who are successfully shortlisted will be contacted to arrange an **interviews week beginning 16th April.**

Thank you!