



Oakwood House  
 104 Kennerley Road · Davenport  
 Stockport · SK2 6EY  
 T 0161 456 6799  
 F 0161 601 3536  
 E info@oakwoodgroup.org

## Voluntary Trainee Counsellor / Cognitive Behaviour Therapist / Counselling Psychologist

### Person Specification & Activity Description for 3 Placement Tracks (2022)

<b>Work Title:</b>	Trainee Psychological Therapist (or Trainee Counselling Psychologist) For qualified volunteers the title is Psychological Therapist
<b>Location:</b>	Davenport, Stockport, Greater Manchester
<b>Hours:</b>	By negotiation with Service Director or Clinical Lead
<b>Type of agreement:</b>	Voluntary
<b>Accountable to:</b>	Service Director and Case Manager

Oakwood Psychology Services is a not-for-profit social enterprise providing psychological therapy services for the NHS. Our social mission includes the promotion of counsellor education and counselling research. To this end we run a selective non-stipendiary professional placement programme for trainee counsellors, cognitive behaviour therapists and counselling psychologists. We also accept applications from qualified therapists looking to advance their knowledge and skills in working with adults with eating disorders. Applications are accepted and reviewed on a rolling basis throughout the year.

#### **We offer three placement tracks:**

Track 1: Trainee Individual/Family Therapist: Adult NHS Community Eating Disorder Service in CBT-informed psychological therapy (150 – 300 hours) (in person with scope for some online work)

Track 2: Trainee Group Therapist: Adult NHS Community Eating Disorder Service (50 hours): Co-facilitation in CBT-informed guided self-help therapy groups (in person)

Track 3: Research, Audit and/or Management Projects (hours depend on project)

**Placements generally require a minimum 12 month commitment. They provide fully supported clinical and administrative experience, case consultation, expenses bursary, and access to free in-house training where offered. Models of therapy include CBT-E and integrative practice. Trainees must complete basic training in online therapy and provide certificate before commencing placement**

<https://www.open.edu/openlearncreate/course/view.php?id=5039>

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**Oakwood Psychology Services Limited**  
 Director: Dr Caroline Vermes, C.Psychol, HCPC Reg., MBACP (Accred.)  
 Company Number: 9191591  
 Registered Office: c/o Bennett Verby,  
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Before applying, please read the Person Specification and Work Description for each track below. If you would like to discuss the placement via telephone before applying you are welcome to contact us on 0161 456 6799.

**Applications are made by formal cover letter and CV** to Service Clinical Lead Emma Salazar [esalazar@oakwoodgroup.org](mailto:esalazar@oakwoodgroup.org). The cover letter must explain which track you are applying for, and how you meet all essential elements of the person specification for that track (see below). We only consider applicants with all essential qualifications, experience and skills listed in the relevant Person Specification. We can only consider applications made within 3 months of intended placement start date.

All applications will be replied to regardless of whether we can offer an interview.

To adhere to ethical standards around avoidance of dual relationships we are sorry we cannot accept placement applications from former service users or their family members/carers.

### **Interview process**

Access to the individual/family placement (Track 1) is via a two-stage competence interview. Access to the group placement (Track 2) and research/audit placement (Track 3) is via one interview with the Clinical Lead and/or Service Director.

## Person Specification Track 1

### Trainee Individual/Family Therapist: Adult Community Eating Disorder Service

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Qualification and Experience</b>	<p>Counselling Level 3 Diploma (or international equivalent) OR currently enrolled in MA, MSc, D.Couns.Psych or equivalent advanced counselling training</p> <p>At least 50 hours previous experience providing face-to-face, online and/or telephone counselling for individuals, groups and/or families, using integrative psychotherapy or CBT (the following do not count: classroom role plays; assessments where therapy was not provided; psychological testing or screening; observations; ward rounds; MDT meetings; research interviews; advisory or support work; health coaching)</p> <p>Passed academic fitness to practise panel and approved to work online by training programme</p> <p>Training in providing online and telephone therapy during COVID</p> <p>At least 12 hours of personal therapy undertaken within the past 3 years</p>	<p>BACP, BPS or BABCP membership</p> <p>Integrative counselling qualification</p>	<p>CV</p> <p>Cover letter</p> <p>Certificates</p> <p>Interview</p> <p>Certificate</p> <p>Letter from therapist</p>
<b>Skills and Knowledge</b>	<p>Good applied knowledge of at least one model of therapy. Willing to learn new ways of working and adopt new therapeutic models.</p> <p>Good one-to-one, group and/or family counselling skills. This includes therapeutic conversations, relationship building, clinical interviewing, collaborative care planning/formulation, delivery of a complete programme of care, and competent management of therapeutic endings</p> <p>Good written communication, clinical record keeping, clinical liaison and administrative skills</p> <p>Good applied knowledge of professional ethical guidelines</p> <p>Good time management, efficiency and work prioritisation</p> <p>Courteous, helpful and timely professional communications</p> <p>Ability to follow managerial and supervisory direction promptly and effectively</p> <p>Appropriate self-awareness and reflective-practitioner competence</p>	<p>Knowledge of local authority safeguarding policies and procedures</p> <p>Knowledge of data protection and information governance procedures in counselling settings</p> <p>Experience using electronic record keeping systems</p>	<p>CV</p> <p>Cover letter</p> <p>Interview</p> <p>Assessment</p> <p>References</p>
<b>Availability</b>	<p>Available for a full day 11:30 – 8pm (could be Mon- Sat)</p> <p>Available when needed to deal with time-sensitive correspondence outside of designated counselling hours</p>		<p>Cover letter</p>



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### **Track 1 Activity Description: Trainee Individual/Family Therapist**

1. Pre-placement checks and agreements
2. Orientation and training for role including mandatory reading
3. Case load of four - five people (negotiable but no less than 3)
4. Provision of CBT-informed specialist psychological therapy for eating disorders
5. Full administrative responsibilities including clinical recordkeeping; completion of outcome measures; report writing; frequent written and verbal liaison with referrers and other stakeholders
6. Case consultation with a senior Oakwood clinician
7. Attendance and participation in team meetings
8. External supervision with approved qualified supervisor (paid for by trainee)
9. Responsibility to follow all relevant policies (see end of this document for policy list)

## Person Specification Track 2

### Trainee Group Co-Facilitator: Adult Community Eating Disorder Service

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Qualification and Experience</b>	<p>Counselling Level 2 Certificate or higher (or international equivalent) OR currently enrolled in MA, MSc, D.Couns.Psych or equivalent advanced counselling training</p> <p>Training in providing online and telephone therapy during COVID</p> <p>Passed academic fitness to practise panel and approved to work online</p> <p>At least 12 hours of personal therapy undertaken within the past 3 years</p>	<p>BACP, BPS or BABCP membership</p> <p>Integrative counselling qualification</p>	<p>CV</p> <p>Certificates</p> <p>Fitness to practice letter</p> <p>Confirmation letter from therapist</p>
<b>Skills and Knowledge</b>	<p>Good applied knowledge of at least one model of therapy</p> <p>Good applied knowledge of professional ethical guidelines</p> <p>Good time management, organisation, efficiency and work prioritisation</p> <p>Courteous, timely, professional communication</p> <p>Follows managerial and supervisory direction promptly and effectively</p> <p>Good self-awareness and reflective-practitioner competence</p>	<p>Knowledge of local authority safeguarding policies and procedures</p> <p>Knowledge of data protection and information governance procedures in counselling settings</p>	<p>CV</p> <p>Interview</p> <p>Assessment</p>
<b>Availability</b>	<p>Available when groups run – this will depend on course schedule. Hours agreed at interview</p>		

### Track 2 Activity Description: Trainee Group Therapist

1. Pre-placement checks and agreements
2. Orientation and training for role including mandatory reading
3. Co-facilitation with senior therapist of CBT-informed guided self-help and wellbeing courses
4. Case consultation with senior Oakwood clinician
5. Attendance at team meetings
6. External supervision with approved qualified supervisor (paid for by trainee)
7. Responsibility to follow all relevant policies (see end of this document for policy list)

### Person Specification Track 3

#### Research, Audit and/or Management Projects

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Qualification and Experience</b>	Currently enrolled in MA, MSc, D.Couns.Psych or equivalent advanced counselling or other scientist-practitioner training	BACP or BABCP membership	CV Cover letter Certificates Interview
<b>Skills and Knowledge</b>	<p><b>For MA/PhD/ProfDoc research projects:</b> Demonstrable skills in the design, execution, and completion of quantitative, qualitative or mixed methods counselling research Cooperation from your University ethics panel for approval of primary or secondary human subject research Research presentation skills for professional audiences</p> <p><b>For service audit projects:</b> Competent in advanced Excel functions Experience creating attractive, accessible reports for mixed audiences</p> <p><b>For management projects:</b> Experience in human services programme design Experience in human services project management Experience in team leadership and resource management</p> <p><b>For all Research/audit/management placements:</b> Good applied knowledge of professional ethical guidelines Good time management, efficiency and work prioritisation Consistently courteous, helpful and timely professional communications You follow managerial and supervisory direction promptly and effectively You demonstrate appropriate self-awareness and reflective-practitioner competence</p>	<p>Published research</p> <p>Knowledge of data protection and information governance procedures in counselling settings</p> <p>Experience using electronic record keeping systems</p>	<p>CV</p> <p>Cover letter</p> <p>Interview</p> <p>Assessment</p>
<b>Availability</b>	Available as needed to complete assignments within required timescales		Cover letter

#### Activity description: Research, Audit and/or Management Projects

1. Pre-placement checks and agreements
2. Project consultation with senior Oakwood clinician
3. Attendance and participation in team meetings
4. Research supervision where relevant (paid for by trainee)



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5. Responsibility to follow all relevant policies (see below for policy list)

**Additional placement learning opportunities for standards of proficiency are available:**

- Delivering teaching/training sessions or case studies for staff team meetings
- Delivering training sessions or presentations around specialist topics for professionals
- Writing blogs or articles on specific self-help topics for the website
- Attending and contributing to consultancy meetings with local and regional partners and stakeholders. This may include meeting with in-patient facilities for CPAs and MDT meetings. Alternatively it may include meetings with Clinical Commissioning Group leaders or NHS commissioning support managers for service contract review and audit
- Reviewing and updating statutory policies such as data protection, information governance, safeguarding
- Auditing specific service activity outcomes, writing up reports and making recommendations based on findings
- Developing service user involvement initiatives
- Co-facilitating our family drop in service ‘Cherish,’ which runs monthly and is open to all friends, families and partners of those impacted by an eating disorder
- Devising presentations and mini workshops around specific topics at Cherish,
- Attending in-house training courses and workshops
- Working within our intensive outpatients programme (IOP), running supported meals and/or activities for IOP service users

**Placement policies 2021 (Handbook supplied to successful applicants)**

Lone working Equality and Diversity Safeguarding Adults Safeguarding Children Information Security Clinical Records Information Governance Information Security Dealing with Violence in the Workplace Email Confidentiality Personal Harassment	Information Sharing Records Management Consent Incident Reporting Dealing Effectively with Complaints Security Management Pseudonymisation Data Protection Freedom to Speak Up Health and Safety COVID Safety	Mental Capacity Act Code of behaviour when working with young people and vulnerable adults Learning from Service User Death Anti-fraud, bribery and corruption Duty of Candour Safe Recruitment Assessing and Managing Risk of Suicide No Social Contact Making Every Contact Count Accessible Information
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## Privacy Notice for Placement Applicants

In accordance with the General Data Protection Regulation (GDPR), this privacy notice informs you, of the types of data we process about you, as a prospective applicant for a voluntary post with Oakwood Psychology Services. We also include within this notice the reasons for processing your data, the lawful basis that permits us to process it, how long we keep your data for and your rights regarding your data.

### A) DATA PROTECTION PRINCIPLES

Under GDPR, all personal data obtained and held by us must be processed according to a set of core principles. In accordance with these principles, we will ensure that:

- a) processing is fair, lawful and transparent
- b) data is collected for specific, explicit, and legitimate purposes
- c) data collected is adequate, relevant and limited to what is necessary for the purposes of processing
- d) data is kept accurate and up to date. Data which is found to be inaccurate will be rectified or erased without delay
- e) data is not kept for longer than is necessary for its given purpose
- f) data is processed in a manner that ensures appropriate security of personal data including protection against unauthorised or unlawful processing, accidental loss, destruction or damage by using appropriate technical or organisation measures
- g) we comply with the relevant GDPR procedures for international transferring of personal data

### B) TYPES OF DATA HELD

We keep several categories of personal data on our prospective volunteers in order to carry out effective selection processes, including name, address, phone numbers; CV and cover letter; education and employment history.

### C) COLLECTING YOUR DATA

You will provide several types of data to us directly during the recruitment exercise. In some cases, we will collect data about you from third parties, such as former employers when gathering references.

Should you be successful in your application, we will gather further information from you, for example

- a) name and contact details of your next of kin;
- b) your proof of identification and address
- c) your gender, marital status, information of any disability you have or other medical information;
- d) right to work documentation;
- e) references from former employers;
- f) DBS number and where relevant information on any convictions or cautions
- g) bank details

### D) LAWFUL BASIS FOR PROCESSING

The law on data protection allows us to process your data for certain reasons only. The information below categorises the types of data processing we undertake and the lawful basis we rely on.

Activity requiring your data	Lawful basis
Carrying out checks in relation to your right to work in the UK	Legal obligation
Making reasonable adjustments for disabled employees	Legal obligation
Making decisions in relation to offering or declining to offer a placement; and ongoing management of the placement including the provision of case management and placement paperwork	Our legitimate interests
Preventing fraud	Our legitimate interests

### E) SPECIAL CATEGORIES OF DATA

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NHS

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Special categories of data are data relating to your:

- a) health
- b) sex life
- c) sexual orientation
- d) race
- e) ethnic origin
- f) political opinion
- g) religion
- h) trade union membership
- i) genetic and biometric data.

We might carry out processing activities using special category data for the purposes of equal opportunities monitoring or to determine reasonable adjustments. Most commonly, we will process special categories of data when the following applies:

- a) you have given explicit consent to the processing
- b) we must process the data in order to carry out our legal obligations
- c) we must process data for reasons of substantial public interest
- d) you have already made the data public.

#### **F) FAILURE TO PROVIDE DATA**

Your failure to provide us with the requested data may mean that we are unable to enter into a working agreement with you.

#### **G) CRIMINAL CONVICTION DATA**

We will only collect criminal conviction data where it is appropriate given the nature of your role and where the law permits us. This data will usually be collected at the recruitment stage, however, may also be collected during your work with us. We use criminal conviction data to determine your suitability, or your continued suitability for the role. We rely on the lawful basis of legitimate interests of the business to process this data.

#### **H) WHO WE SHARE YOUR DATA WITH**

Oakwood Psychology Services recruitment managers will have access to your data which is relevant to their function. Our managers have been trained in ensuring data is processed in line with GDPR.

Data is shared with third parties for the following reasons:

HR services  
Email server  
Liability and Employers Insurance  
Disclosure and Barring Service  
Training organisations for statutory certificates  
References  
University-required reports and agreements

We do not share your data with bodies outside of the European Economic Area.

#### **I) PROTECTING YOUR DATA**

We use robust processes to ensure your data is protected against accidental loss or disclosure, destruction or misuse.

#### **J) RETENTION PERIODS**

We only keep your data for as long as we need it, which, in relation to unsuccessful placement candidates, is six months to a year. If your application is successful, your data will be kept and transferred to the systems we administer for volunteers. We have a separate privacy notice for people who work with us, which will be provided to you.

#### **K) AUTOMATED DECISION MAKING**

No decision will be made about you using an automated electronic system without human involvement.

#### **L) YOUR RIGHTS**

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You have the following rights in relation to the personal data we hold on you:

- a) the right to be informed about the data we hold on you and what we do with it;
- b) the right of access to the data we hold on you. We operate a separate Subject Access Request policy and all such requests will be dealt with accordingly;
- c) the right for any inaccuracies in the data we hold on you, however they come to light, to be corrected. This is also known as 'rectification';
- d) the right to have data deleted in certain circumstances. This is also known as 'erasure';
- e) the right to restrict the processing of the data;
- f) the right to transfer the data we hold on you to another party. This is also known as 'portability';
- g) the right to object to the inclusion of any information;
- h) the right to regulate any automated decision-making and profiling of personal data.

In addition to the above rights, you also have the unrestricted right to withdraw consent, that you have previously provided, to our processing of your data at any time. Withdrawing your consent means that we will stop processing the data that you had previously given us consent to use. However, we may be unable to progress your application without the necessary information. In some cases, we may continue to use the data where so permitted by having a legitimate reason for doing so.

If you wish to exercise any of the rights explained above, please contact Gabriel Wynn on 0161 456 6799.

#### **M) MAKING A COMPLAINT**

If you think your data rights have been breached, you are able to raise a complaint with the Information Commissioner (ICO). You can contact the ICO at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or by telephone on 0303 123 1113 (local rate) or 01625 545 745.

#### **N) DATA PROTECTION COMPLIANCE**

Our appointed compliance officer in respect of our data protection activities is:

Dr Gabriel Wynn  
[gwynn@oakwoodgroup.org](mailto:gwynn@oakwoodgroup.org)  
0161 456 6799