PERSON SPECIFICATION SHEET FOR COUNSELLING ADMINISTRATOR

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| **HEADINGS** | **ESSENTIAL** | **DESIRABLE** |
| **SKILLS****&****ABILITIES** | * Can work well with people.
* Ability to make decisions on own initiative
* Clear communication skills
* Computer skills
* Organisational, planning and prioritising skills
* Good time management
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| **EXPERIENCE****&****KNOWLEDGE** | * Experience in counselling service or GP setting
* Understanding of principles and practices within a counselling service
 | * Experience of voluntary work
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| **EDUCATION****&****KNOWLEDGE** | * Relevant Third Level Qualification or Participation in second chance educational opportunities in relevant area

- Family Support  |  |
| **PERSONALITY** | * Non-Judgemental & empathetic
* Positive outlook
* Good social skills
* Respectful and Patient
* Good listener
* Friendly and Confident
* Team Player
* Discrete person who recognises the importance of maintaining confidentiality and boundaries particularly in a counselling service
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| **VALUES** | * Values people’s judgement and thinking
* Honest and Trustworthy
* Has an understanding of mental health issues
* Committed to Community Development Ethos and Practice
* Encouraging and Empowering
* Has an understanding of Racism, Discrimination and Equality Issues.
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