Freephone Support Line for Children & Young People: 0808 801 0422
Freephone Support Line for Women: 0808 802 5555
Business Line: 01383 732289
Web: www.fifewomensaid.org.uk
Email: info@fifewomensaid.org.uk

Children and Young People's Counsellor (Ref:CYPC281036)

36 hours per week
£31,168.80 - £32,254.56 per annum (position on scale dependent on experience)

Role

Are you passionate about improving the lives of children and young people? Do you have the drive and passion to make a difference?

Fife Women's Aid are looking for dynamic and enthusiastic Children and Young People's counsellors to join our Counselling service. The counsellor will provide direct counselling to children and young people who have experience of domestic abuse. This will mainly be delivered face-to-face, with occasional remote working to suit the needs of individual children and young people as required.

Experience / Qualifications

You will have 2 years' experience in a counselling setting of working with children and young people who have experienced trauma. You will hold a Diploma in Counselling or above and be registered with COSCA, BACP, BAAT or equivalent. You will have excellent communication skills and enhanced knowledge of therapeutic interventions. You will be highly organised team player with skills and ability to work effectively with a range of multi-agency partners.

Please join us for an online session to find out more about FWA counselling services. This will be at **6.30pm on Monday 16th November**. Please confirm your attendance to info@fifewomensaid.org.uk and we will send you details of the zoom meeting. We hope to see you there.

If you would like further information about the post, please email Nicola Fraser, Team Manager at nicola.fraser@fifewomensaid.org.uk.

Closing date: **4.30pm on Friday 27th November 2026**
Interviews will be held: **Thursday 10th December 2026**

Fife Women's Aid is a feminist organisation and strives to be a supportive and empowering employer offering competitive terms and conditions. Membership of Protection of Vulnerable Groups (PVG) Scheme is a requirement for this post.

Dear Applicant,

Thank you for your interest in the post of: **Children and Young People's Counsellor (Ref: CYPC281036)**

This document provides information on the Job Description and Person Specification for the above role. Please mark clearly on the application form available on our website which post you are applying for.

Please ensure that you read the information in this document fully before completing your application.
Please note, all applications and relevant recruitment documents will be held confidentially and destroyed after 6 months, apart from documents relating to the successful applicant.

If you would rather, we did not store your details please inform us. Our Privacy Statement is available on our website http://www.fifewomensaid.org.uk/privacynotice/

Closing date: **4.30pm on Friday 27th November 2026**
Interviews will be held: **Thursday 10th December 2026**

We thank you for your interest in our work with women, children and young people who have experienced domestic abuse.

Yours sincerely

Kate McCormack

Kate McCormack
CEO

Job Description

Job Title:	Children & Young People's Counsellor

Job purpose

The purpose of this post is to provide an in-house counselling service for Fife Women's Aid which provides counselling services to children & young people under the age of 18 who have experienced domestic abuse. This post contributes as a team member to meeting the aims and objectives of Fife Women's Aid.

Work Location
The service is managed by Fife Women's Aid and will be based within Fife Women's Aid offices in Glenrothes. Remote working may also be required.

Reporting to
Team Senior

Key activities
Working with minimum supervision, perform the key activities listed below to an enhanced level.

1. Provide a range of direct counselling services for children & young people who have experienced domestic abuse. This includes the following activities: undertake referral and initial assessment appointments; carry out 1-1 counselling sessions with children and young people and/or group counselling as required. Responsible for handling and storage of confidential client information, in line with FWA confidentiality policy, including referral information, case notes and outcome recording data. Provide information on the counselling service and other support options available from Fife Women's Aid by telephone, online and in person.

2. Assist with the planning, development, monitoring and review of Fife Women's Aid Counselling Service. This will include the collection of statistics, undertaking monitoring, evaluation and review activities, report writing and developing service practices in line with COSCA/British Association of Counselling and Psychotherapy guidelines. Contribute to the maintenance of COSCA registration of FWA Counselling Service. Report on activities of the Counselling Service in accordance with service plans, project targets, Service Level Agreements or other funding or regulatory body requirements.

3. Arrange and engage in own external supervision sessions at levels in accordance with the standards set out in COSCA/British Association of Counselling and Psychotherapy guidelines.

4. Develop partnership working to ensure best practise. Liaise, support and assist all Fife Women's Aid workers to ensure the smooth running of the service.

5. Promote the work of FWA in the local and wider community, helping to raise awareness of domestic abuse. Support the promotion of FWA's public and media profile, attending

6. appropriate meetings and events on behalf of FWA as required. Deliver presentations where required to raise awareness of the service. Take part in preventative, educational and multi-agency work. Work collaboratively with Scottish Women's Aid and take part in local/ national multi-agency training and partnership work.

7. Work within the policies, standards and procedures required by the law, BACP/COSCA, FWA or funders. Maintain up to date information, legislative, good practice and local / national developments which affect counselling services.

8. Keep up to date with changes in legislation and working practices and ensure these are met at all times. Take part in development, monitoring and evaluation of the service as required. Perform administrative tasks in a timely way to ensure the smooth running of the service. Provide quantitative and qualitative information on support and related issues regularly. Produce written reports, as required.

9. Contribute to maintaining and developing a positive, supportive, and integrated service for all service users of Fife Women's Aid and maintaining good public relations out with the organisation. Work collaboratively with Scottish Women's Aid and take part in local/ national preventative, educational and multi-agency work. Support the management team and colleagues in achieving team and FWA objectives, regularly attending team/ other relevant meetings. Work collaboratively, assist colleagues as appropriate and provide relevant in-house training and support to colleagues.

10. Take a proactive role in promoting equality and anti-discriminatory practice throughout all aspects of the work. Comply with relevant health & safety legislation and good practice as set out in Fife Women's Aid H&S policies and guidance.

11. Perform other duties as reasonably required by the team senior and show commitment to ongoing personal development.

Note: this job profile is intended as an outline of the responsibilities and qualities required for the post, and do not form part of terms and conditions of employment

Recognised by COSCA
Counselling & Psychotherapy in Scotland

Person Specification

Qualifications, training and relevant experience	Essential	Desirable
Qualified to Counselling Diploma level or above	X	
Recognised Counselling qualification for working with children & young people		X
Evidence of ongoing professional development	X	
Accredited or working towards BACP/COSCA accreditation		X
Current membership of BACP/COSCA/BAAT or equivalent counselling body	X	
At least 2 years' experience working in an environment requiring similar knowledge and skills	X	
Competencies		
Good knowledge of issues around domestic abuse	X	
Excellent counselling skills and the ability to reflect effectively	X	
Excellent communication skills	X	
Good organisational & IT skills and ability to manage resources.	X	
Able to work within FWA policies and procedures	X	
Good staff management, ability to prioritise, delegate and facilitate work within teams	X	
Skills in utilising a range of counselling models or frameworks	X	
Personal qualities		
Committed, sensitive, effective, co-operative	X	
Demonstrate a positive, person-focused and team-working approach to work	X	
Reflective with a good sense of self awareness	X	
Special requirements		
Days and hours of work will be negotiated according to service and client needs	X	
Full driving licence and access to own transport (with business insurance) or otherwise able to travel throughout Fife.	X	
Membership of PVG Scheme	X	

Organisational culture		
Fife Women's Aid is committed to bringing an end to violence against women and providing a high standard of service to its clients and other stakeholders. The post holder must practice from a trauma informed approach as well as subscribe to the feminist analysis of domestic abuse, and share a commitment to achieving the shared objectives of Fife Women's Aid		

Fife Women's Aid strives to be an equal opportunities employer and positively welcomes applications from women from all sections of the community. Under Schedule 9 of the Equality Act 2010 only women are eligible to apply.

Fife Women's Aid is a Registered Scottish **Charity SC011689**
And a Company limited by Guarantee **Co No: SC316350**