



Hello and welcome to EDNE

We want to tell you about us, our work and what's important to us as a mental health organisation. You can find out more [on our website](#). We hope that you will want to take your interest further and apply to be part of our team.

Eating Distress North East (EDNE) is a long-established charity, first set up in 1988 and working with people across the region in eating distress, with or without a medical diagnosis.

We're a small and dedicated staff team of CEO, Office Manager, Training Officer, Counselling Lead and a team of counsellors as well as sessional counsellors and group workers. We are led by the Board of Directors /Trustees who are all volunteers.

Eating disorders

Eating disorders are serious mental illnesses; we use the term eating distress (ED) to include all those who have a difficult relationship with food, usually developed as a way of coping with difficult feelings. More than 3 million people in the UK are affected by an eating disorder. People with ED either restrict their food intake, with problematic weight loss, or eat and purge through vomiting or the use of laxatives, or overeat without control. All have underlying psychological causes. In every case, ED severely affects the quality of life of the individual and those who care for them. We work with mild to moderate eating distress issues.

Our work

Our goal is that people with eating distress achieve positive mental health and are able to experience changed lives through the help of our services.

We are passionate about our work, knowing the difference that it can make in people's lives. Our work is flexible, responsive and person-centred. We work in a holistic way to improve mental health and wellbeing helping people to understand their condition and its underlying causes, to begin to address difficult behaviours, to develop other coping mechanisms and overcome isolation.

We run a Friends and Family Group, training for carers, student counselling services, health and wellbeing sessions, mindfulness courses and provide training and workshops for young people, professionals and volunteers.

We aim to provide a safe, non-judgemental environment in which people can explore their use of food and underlying mental health problems which typically include anxiety, depression, low self-esteem, body image issues, powerlessness, attachment issues. Our work complements NHS services and we work closely with colleagues in the field of mental health.



Vision & Mission

Our Vision

“Everyone affected by eating distress gets the right help at the right time and in the right place.”

Our Mission

“We provide counselling, therapy, information and help to anyone in the North East of England affected by eating disorders or eating distress. We work to raise awareness, increase understanding and influence improvement of services.”

Organisational Objectives

- To provide high quality services to anyone experiencing eating distress in North East England
- To be an organisation that seeks to continuously improve in order to provide the best possible services
- To heighten awareness and increase knowledge of eating distress and its effects
- To influence the development and improvement of services for people with eating distress

Job Description

Job Title:	Counsellor
Reports to:	Counselling Lead
Location:	Hybrid: EDNE offices (Central Newcastle), home, and some outreach
Salary:	£28,154 FTE (pro rata for part time)
Hours of work:	Negotiable
Type:	Fixed term (the posts are for one year initially, with possible extension if funding is renewed)
Starting date:	This post is available with immediate effect

To apply: Please submit an application form by **5pm on Monday 27th March**

A. Main Purpose of Job

- Deliver high quality counselling to residents age 16+ and who are living with eating disorders / eating distress.
- Maintain all records according to monitoring and reporting requirements.

- Ensure service objectives and targets are met.
 - Ensure consistent excellence in service provision.
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B. Key Tasks and Responsibilities

Provide initial assessments & counselling sessions, both online and in-person, to people aged 16+ affected by eating distress/disorders working mainly from a person-centred approach.

Accept referrals and carry out appropriate assessments.

Provide information on and signpost onto relevant services / sources of help as necessary.

Liaise with GPs and other health professionals as needed to ensure a high standard of service which safeguards the physical well-being of the client.

Ensure all service users receive a welcoming, safe, sensitive and confidential service that is responsive to their needs.

Ensure all monitoring and evaluation paperwork is completed with service users.

Be responsible for collection and processing of all required monitoring and evaluation information, keeping accurate and up to date case notes for service users.

Work with the Counselling Lead to ensure the professional and effective delivery of EDNE's therapeutic services.

Help service users to achieve outcomes.

Supply regular reports and data as required for management information and reporting to funders and EDNE Board of Trustees.

Attend and contribute to meetings of the counselling team.

C. General Duties

Seek continuous improvement in the service through reflective practice, learning from service user feedback and current developments in the field.

Actively participate in clinical and management supervision and annual appraisals and work to agreed objectives.

Actively contribute to planning and policy through away days etc.

Exemplify and promote the values and ethos of EDNE, demonstrated positively through the work.

Attend all necessary training.

Maintain professional standards of practice, keeping up to date with relevant current issues.

Work in accordance with EDNE’s policies and procedures at all times.

Maintain professional registration / accreditation with BACP / UCKP or equivalent.

Be committed to the safeguarding of all children, young people and adults at risk and follow all organisational safeguarding policies and procedures.

Maintain the confidentiality of sensitive personal and organisational information, in line with the organisations confidentiality policy and GDPR policy.

Any other duties of a reasonable nature as directed by EDNE’s management team.

EDNE Counsellor – Person Specification

	Qualifications	Essential	Desirable
1.	Recognised counselling / psychotherapy qualification	•	
2.	Minimum of 2 years post qualification experience in a paid or voluntary capacity	•	
3.	BACP/UKCP (or equivalent) Counsellor accreditation or working towards	•	
4.	Qualification/experience in digital / telephone counselling (or be willing to work towards)	•	
	Experience		
5.	Experience of undertaking clinical and risk assessments	•	
6.	Caseload management	•	
7.	Experience of monitoring and evaluation methods and processes		•

8.	Experience of telephone and / or online counselling using video platforms		•
9.	Experience of counselling people aged 16+ who have experience of eating distress and or eating disorders		•
Knowledge			
10.	Understanding the importance of confidentiality, safeguarding, handling sensitive personal data and data protection	•	
11.	Understanding of and strong commitment to the aims and principles of EDNE Eating Distress Service	•	
12.	Good knowledge of and strong commitment to equality and diversity	•	
13.	Understanding of the issues faced by people with eating distress	•	
14.	Knowledge and experience of effective use of monitoring systems		•
Skills and Ability			
17.	Work under own initiative and /or as part of a team	•	
18.	Ability to build trust and make people feel relaxed	•	
19.	Excellent written and verbal communication skills verbal,	•	
20.	Excellent organisational and time management skills	•	
21.	Ability to make good use of clinical supervision	•	
22.	Ability to develop collaborative relationships with other services and colleagues in order to improve service delivery	•	
23.	Excellent IT skills, including Microsoft Word, Outlook, and use of case management systems	•	
Other			
24.	Willingness to work flexibly, with the possibility of some evenings		•
26.	Resourceful and highly motivated	•	

27.	Ability to have an enhanced DBS check	•	
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Principle Terms and Conditions

Job Title	Counsellor
Responsible to	Counselling Lead
Hours worked	Negotiable, days and pattern to be agreed. Usual working hours are Monday to Friday, 9am to 5pm. However, we operate a flexible system to allow for working patterns outside these hours to be accommodated, with agreement, according to need.
Salary	£28,154 (pro rata)
Contract	One year fixed term (possible extension subject to funding). Notice to terminate employment following probation is six weeks (one week during the probationary period).
Annual leave	The full-time entitlement is 28 days including three closure days between Christmas and New Year (excluding Bank Holidays).
Pension	EDNE's pension provider is NEST and EDNE makes an employer contribution to this of 3% of salary, rising to 5% after 12 months, provided the staff member makes at least the minimum contribution as per auto-enrolment.
Location	EDNE's office is 5 Pink Lane, Newcastle upon Tyne, NE1 5DW. We require the candidate to be able to work flexibly from home/remote and use outreach bases where appropriate.
Expenses	EDNE will pay for travel if an employee is requested to travel as part of their role (outside of commuting to work).

Recruitment timetable

Deadline for applications: Monday 27th March 5pm

Interviews will be held at EDNE offices on Thursday 6th April