

## JOB PROFILE: RECRUIT RESILIENCE COUNSELLOR

Role:	Recruit Resilience Counsellor	Date profile last reviewed:	June 2026
Name:		Reports to:	Ops Directorate, RAFBF

### MAIN SUMMARY OF ROLE:

The role holder will provide resilience and wellbeing support, including a confidential counselling service, to recruits at the Aviator Training Academy (AvTA) RAF Halton, advising and referring recruits to other support services and agencies as needed. To offer wellbeing and emotional support including one-to-one sessions for recruits struggling with anxiety, low mood, or stress and where capacity allows to offer these same services to staff. The person responsible shall work closely with other support services within AvTA staff, including the relevant Chain of Command and a range of existing welfare support provision personnel, helping shape and develop provision to best effect. Importantly, they will work closely with RAFBF Operations Directorate to ensure that where needed, Fund services are utilised and understood by recruits, staff and their families.

### KEY ACCOUNTABILITIES/RESPONSIBILITIES:

- Deliver 1-2-1 support and counselling to recruits dealing with a range of issues impacting their wellbeing and resilience.
- Work with other support teams within the AVTA to help promote a holistic system of support for students.
- Working with the RAF Benevolent Fund and AvTA, monitor and evaluate the service on a regular basis.
- Developing and maintaining a thorough and detailed understanding of Fund support services and support services provided by other military charities.
- Provide input to Fund and AvTA safeguarding policies and process and assist staff when managing safeguarding incidents.
- Maintain up to date, concise and confidential, electronic case notes and records in the format, style and location(s) required by the Fund and AvTA.
- To work closely with RAFBF Operations Directorate to ensure that where needed, Fund services are utilised and understood by recruits, staff and their families.
- Receive requests for casework for the Fund's Welfare Navigators. If referrals are received for RAFBF services, to share these with the Welfare Navigator team for initial assessment with consent from the individual.

COMPETENCIES REQUIRED FOR THE ROLE	
<u>Essential</u>	<u>Desirable</u>
<ul style="list-style-type: none"> <li>Adhering to principles and values</li> <li>Writing and reporting</li> <li>Applying expertise and technology</li> <li>Delivering results and meeting customer expectations</li> <li>Working with people</li> <li>Learning and researching</li> <li>Deciding and initiating action</li> </ul>	<ul style="list-style-type: none"> <li>Adapting and responding to change</li> <li>Creating and innovating</li> <li>Relating and networking</li> <li>Following instructions and procedures</li> <li>Coping with pressure and setbacks</li> <li>Relating and networking</li> </ul>
QUALIFICATION(S), KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED FOR THE ROLE	
<b>Academic or Professional Qualifications (or equivalent):</b>	
<u>Essential</u>	<u>Desirable</u>
<ul style="list-style-type: none"> <li>Relevant Level 5 or 6 Counselling Qualification</li> <li>Professional Standards Authority accreditation</li> <li>Good general level of education</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of Continuing Professional Development (CPD)</li> </ul>
<b>Knowledge/ Experience:</b>	
<u>Essential</u>	<u>Desirable</u>
<ul style="list-style-type: none"> <li>At least 2 years' experience in a pastoral and counselling role</li> <li>Experience of supporting people to address their needs using assessment and case management.</li> <li>Experience of working with young people aged under 25.</li> <li>Experience and understanding of what it means to take a person-centered approach to service delivery.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of the needs of those in military service.</li> <li>Experience of developing organisational policy and processes.</li> <li>Demonstrable knowledge of social and welfare issues affecting the ex-Service community.</li> <li>Experience of gathering information and presenting to groups of people.</li> </ul>
<b>Skills/Abilities:</b>	
<u>Essential</u>	<u>Desirable</u>
<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>Other Requirements:</b>	
<ul style="list-style-type: none"> <li>Enhanced DBS clearance</li> <li>Full driving licence and own vehicle required</li> <li>Willingness to work flexible hours, outside of traditional office hours.</li> <li>This role will primarily cover work based at RAF Halton, with occasional travel to London and other RAF units</li> </ul>	

### Signature

I confirm this job profile has been drawn up with my full involvement and accurately reflects the responsibilities of the role.

Postholder's Signature:

NAME:

Line Manager's Signature:

NAME:

Date: