

**COUNSELLING MANAGER**

**Wiltshire Mind Counselling Service**

Salary: Pay Scale £25,047 - £28,180 per annum pro rata

Hours: Part-time (21 hours per week, negotiable)

Location: Melksham, Wiltshire

Reporting to: Chief Executive

Responsible for: Volunteer Counsellors, Trainee Counsellors

Contract type: Fixed-term for 12 months with possibility of extension

Wiltshire Mind is a local mental health charity. Our Counselling Service is a busy, well-established counselling service for people across the county of Wiltshire. We also provide counselling training placements to trainees on accredited counselling diplomas.

We are recruiting a Counselling Manager to coordinate, lead, develop and expand our counselling service. This is a senior management position in a thriving organisation and requires an experienced practitioner (BACP, UKCP or BPC accredited). It is essential to have experience of Integrative Counselling and working in an organisational setting, along with a willingness to embrace and develop a broad range of counselling models. The successful candidate will hold a small caseload of complex cases. Experience and practice in mentoring trainees and counsellor supervision is also integral to the role.

The successful candidate will need to demonstrate high levels of professionalism, leadership and management skills. Close liaison with both, the Chief Executive and the Office Administrator will be an integral part of the work.

The role is subject to receiving satisfactory references, Enhanced Disclosure and Barring Service checks and a six month probationary period.

Initial hours will be 21 hours per week, but there is scope for this position to become full-time in future, subject to the requirements and demands of a growing service.

**How to apply:**

A full job description and person specification is available. If you would like to apply please send a CV together with a covering letter by email or letter to:

Carolyn Beale, Wiltshire Mind, 24a High Street, Melksham SN12 6LA.

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