



Service Delivery Assistant - Counselling

Salary:	Pay Scale £22,308 per annum pro rata (£11 per hour)
Hours:	Part-time (9.5 hours per week, days and times are negotiable)
Location:	Melksham, Wiltshire
Reporting to:	Counselling Lead
Responsible for:	Conducting Counselling initial assessments, wellbeing calls and admin support
Contract type:	Fixed-term for 12 months with possibility of extension

Role Summary:

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 counselling diplomas.

We are recruiting a Service Delivery Assistant. This role will include conducting counselling initial assessment appointments and, also holding wellbeing calls. It will also involve building relationships with the Counsellors within the charity in order to be able to allocate clients to the appropriate counsellor. A counselling qualification is essential to the role and experience of holding counselling assessments would be an advantage. The successful candidate will work closely with our Counselling Lead and Counselling Co-ordinator to ensure the smooth running of this part of the service.

The role is subject to receiving satisfactory references, DBS check and a probationary period.

The hours will be 9.5 per week, the days and times of which are negotiable between the hours of 9am and 3pm, Monday to Friday.

Some evening work may be required, on occasion.

We are an equal opportunities employer and welcome applications from all sections of the community.

For full job description see www.wiltshiremind.co.uk

CLOSING DATE: Friday 30th October

How to apply:

To enquire about the role and request an application form, please email Philippa Collins using the email address detailed below:

☎ 01225 706532 ✉ philippa.collins@wiltshiremind.co.uk 🌐 www.wiltshiremind.co.uk