

Counselling Lead

Hours: 21 hours per week

Job type: part-time permanent

Salary: £31,878 FTE

Base: Gyle Shopping Centre, Edinburgh

Closing date: 9am Mon 26th May 2025

Interview dates: Thursday 29nd May 2025

We are seeking a part-time **Counselling Lead** to manage and shape our specialist perinatal counselling service across the Edinburgh & the Lothians. This is a great opportunity for an experienced counsellor with leadership skills who is passionate about supporting others and improving mental health level.

Pregnancy Counselling and Care (Scotland) is a small, Edinburgh-based charity providing practical and emotional support to individuals and families during pregnancy, early parenthood, or in times of loss. Through our **Baby Bank** and **Counselling Service**, we support people when they need it most - ensuring that no one faces these challenges alone.

About the Role

The Counselling Lead (21 hours/week), based in a hybrid fashion from home and the **Gyle Shopping Centre**, the base for our Baby Bank service and one of our counselling rooms, and **Dialogue and Space**, our other in person counselling rooms in the east of the city.

The Counselling Team includes a part time Counselling Assistant (hybrid role) and a team of (currently) ten counsellors including both qualified practitioners (senior counsellors) and trainees (placement counsellors). The Counselling Lead will manage the counselling service, line managing counselling team and will work closely with the Counselling Assistant to manage the waiting list and allocate them to counsellors appropriate to each client's needs.

You will also play a vital role in driving forward our strategic priorities:

1. To increase capacity of our Baby Bank and our Counselling Service
2. To improve awareness of all our services and their impact on individuals and families
3. To improve the quality of the services we provide

Job Description

Counselling Delivery and Team Support

- Provide leadership and line management to our counselling team made up of sessional senior counsellors, volunteer and placement counsellors
- Work with the Counselling Assistant to agree allocation of waiting list to counsellors for initial assessments and first appointments
- Support counsellors in their work with clients via line management supervision and regular check ins with placement counsellors, regular senior counsellor team meetings and case discussions as required
- Provide in-person support for placement counsellors at both counselling venues when required, in conjunction with Counselling Assistant and Operations Manager

Counselling Team Recruitment

- Recruit senior counsellors when required, and placement counsellors on a biannual basis, with admin support from the Counselling Assistant
- Provide biannual induction training for placement counsellors and ongoing training opportunities for the team
- Oversee PVG applications for the service, with admin support from the Counselling Assistant

Governance

- Hold day to day responsibility for child and adult protection concerns within the service with support from Operations Manager
- Review counselling policies and procedures, ensuring child and adult protection procedures are followed and service remain in line with COSCA standards
- Ensure counselling premises are suitable for the needs of the service and maintain relationships with in-person space providers

Data Management

- Oversee the use of Bacpac (client management software) by all counsellors and the Counselling Assistant
- Collate statistics from Bacpac and other client feedback routes to report against KPIs

Stakeholder Relationships & Marketing

- Liaise with other referral organisations and other agencies to build up partnerships
- Promote the counselling service through awareness campaigns and creation of resources for referrers and key audiences

Service Development

- Contribute to the operational and strategic development of the counselling service
- Work as a team with all the staff, contributing to team meetings and discussions
- Provide regular reports to Board, liaise with fundraiser and Board members as required
- Liaise with Operations Manager and Baby Bank Development Workers to respond to the needs of the charity

Person Specification

Essential:

- Fully qualified counsellor with a minimum of 200 hours of client work
- Full membership to COSCA or BACP or other recognised governing body
- Willingness to work to COSCA Statement of Ethics and Code of Practice
- Current PVG membership or willingness to join the PVG scheme
- Experience in
 - Handling child and adult protection concerns and disclosures
 - Providing online and in person counselling
- Comfortable with Excel, databases, and general IT use
- Experience in training delivery or event coordination
- Strong team leadership skills
- Excellent verbal and written communication, workload and people management skills
- A proactive and positive approach to problem-solving
- Ability to work effectively, both independently and as part of a team
- Flexibility regarding specific hours worked, and attitude to activities undertaken
- A passion to support others experiencing difficulties in their lives

Desirable:

- Experience of line management supervision, preferably in a counselling context
- Clinical supervisor qualification
- Counselling experience and / or knowledge of pregnancy and early parenting-related issues
- Experience in writing content for social media

How to Apply

Please send your CV and a cover letter (max 2 pages) outlining how your experience aligns with this role to:

recruitment@counsellingandcare.co.uk

For questions about the post, please contact Lucy Aitchison at the same email address.