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**Advert: Counselling Coordinator - Talking Therapy Services**

**Job Title** Counselling Co-Ordinator (Talking Therapies)

**Grade** NJC scale point 20-26, currently £32,010 - £36,548, per annum inclusive of Inner London Weighting. At scale point 20, 22.5hrs per week this is pro-rated to £19,206 per annum (Inc ILW)

**Accountable to:** CEO

**Line Managed/Supervised by:** Operations Director

**Location:** Open House, 13 Whitethorn St, E3 4DA.

**Hours:** Part time to cover a total of 22.5 hours per week, (days and times negotiable although there will be evening work)

Mind in Tower Hamlets, Newham and Redbridge (MindTHNR) is seeking to recruit a Counselling Coordinator to effectively support the coordination and supervise the activities of Tower Hamlets Talking Therapies and Newham Talking Therapies’ Counselling at an operational and clinical level to ensure that it meets its contractual obligations and KPI’s. Currently this service consists of bereavement counselling, brief counselling, and early bereavement support.

You must have a Psychotherapy/Counselling Qualification (Diploma minimum) or an IAPT Low intensity worker/Psychological Wellbeing Practitioner qualification, together with experience of providing psychological interventions. Ideally you will have completed 300 clinical hours.

You will have demonstrable experience of working in the voluntary/statutory sector ideally in a project coordination/management role within a clinical setting. You must have excellent planning and organisation skills as well as the ability to work in a pressurized environment and prioritise workloads.

The Counselling Coordinator will have high levels of professionalism, strong leadership with excellent organisational skills. You will have a strong ability to co-ordinate and oversee the range of activities as part of the IAPT contract for Talking Therapies. You will have excellent ability in the use of IAPTus or similar patient database system for client record keeping and navigation of clinical pathways. You should have experience of recruiting, inducting, case managing or line managing psychological therapists (paid or volunteers) and an ability to support a team of counsellors to ensure they achieve high standards of clinical practice in their delivery.

Benefits include Training, Employee Assistance Programme, Company Pension, 30 days annual leave, Death- In-Service Benefits.

This post subject to an enhanced Disclosure Barring Service check.

Applications welcome from all sections of the community.

**For an application pack, please email:** [**recruitment@mindthnr.org.uk**](mailto:recruitment@mithn.org.uk) **quoting job ref: CC0123**