



JOB DESCRIPTION

Application Process: contact info@centreplace.org.uk for a full application form.

Applications will not be accepted in any other format.

Application Closing Date: 18th August 2026

Interview dates: TBC

Pay: £30,775.00 - £31,549.00 per year

Hello and Welcome!

This is an exciting opportunity to join The Centre Place and help shape the future of support for children and young people across Bassetlaw.

We are looking for a passionate and dedicated Children and Young People's Counsellor to join our friendly and supportive team. This role offers the opportunity to make a genuine difference in the lives of young people through early intervention, mental health support and inclusion-focused practice.

Working across The Centre Place and its services Talkzone Mental Health Service and LGBT+ Service Nottinghamshire, you will support children and young people aged 11-25 to improve their wellbeing, build resilience, develop confidence and overcome barriers that may be affecting their lives.

This role is ideal for someone who values relationship-based practice, believes in the potential of every young person and wants to be part of an organisation committed to creating positive and lasting change within local communities.

JOB TITLE

Children and Young People's Counsellor

STATEMENT OF PURPOSE

To provide counselling services to children and young people at different venues across Bassetlaw.

KEY RESPONSIBILITIES

To provide a professional, competent, and ethical short-term outreach counselling service for clients.

Review and assess client plans using outcome and experience measures.

To maintain effective working relationships and contribute to a working environment which is safe, considerate and supportive to all. Also, in accordance with relevant legislation, to take reasonable care of your health, safety and welfare, and that of other persons who may be affected by the performance of your duties.

CORE TASKS AND DUTIES

1. Work directly with children and young people to deliver one-to-one counselling sessions on an appointment basis.
2. Manage a caseload of clients across various venues.
3. Listen and respond to the voices of clients, and structure support to reflect this and facilitate change.
4. Undertake initial assessments, triaging and onward referrals where needed.
5. Establish a counselling contract with clients for safe, ethical and transparent therapeutic practice.
6. Utilise empathy and confidentiality in all areas of the work.
7. Work in an inclusive and non-judgemental manner, creating safe and supportive environments for all clients accessing support.
8. Respond appropriately to matters of risk and safeguarding.
9. Liaise with GP's and other professionals working collaboratively if appropriate, while maintaining professional and ethical boundaries.
10. Develop and deliver the service at times that are appropriate for access by clients, such as some evenings and weekends.
11. To make recommendations for referral on to specialist services where appropriate.
12. Maintain an up-to-date awareness and working knowledge of relevant mental health issues, mental health publications and guidelines, and inclusive terminology.
13. Complete all paperwork and monitoring in a timely manner.
14. Provide case studies and contribute to reports in accordance with the funding requirements.
15. Adhere to and promote the British Association of Counselling and Psychotherapy Ethical Framework for The Counselling Professions.
16. Attend regular clinical supervision, in house supervision sessions, CPD, staff meetings and training programmes in accordance with the post.
17. Work within the policies, procedures, practice and ethos of The Centre Place.

This document outlines the current duties required for the post, to indicate the level of responsibility. It is not a comprehensive or exhaustive list and duties may be varied from time to time which do not change the general character of the job or the level of responsibility required.

The Centre Place is a continuously improving service and as such will be required to adapt over time as those improvements are implemented.

As the Exceptions (Amendment) Order 1986 to the Rehabilitation of Offenders Act 1974 applies to this position, the postholder will be required to apply for a DBS discloser. Disclosure expenses will be met by employer.

The post requires a willingness to support the wider Centre Place team in promotion of services at events, which may involve occasional weekend work.

PERSON SPECIFICATION

CATEGORY	ESSENTIAL	DESIRABLE	EVIDENCE
Education/ Training/ Qualifications	Counselling diploma or degree with a minimum of 1 year's full-time study, or 2 years part-time. A willingness to undertake training relevant to the post, as directed by the line manager. Ongoing membership of a professional counselling body (e.g. BACP, NCPS, UKCP)	Advanced counselling diploma or degree.	Application Form Interview
Experience	Experience of counselling children and young people. Experience working in a local authority, voluntary sector, youth sector, health sector or related field. Completion of at least the minimum level of supervised clinical practice and personal therapy as required for appropriate professional qualification. An understanding and knowledge of equalities and anti-discriminatory practice and the ability to work in an anti-oppressive manner.	Experience of working in a diverse environment with people from a range of minority groups. Experience of LGBT+ communities.	Application Form Interview
Knowledge	Understanding of issues faced by children and young people. Health, safety, welfare and safeguarding children issues.		Application Form Interview
Skills/Abilities	Ability to form and maintain good working relationships with clients, staff and members of other agencies. Ability to work effectively as part of a team. Ability to use clear analytical skills.	Creativity in use of resources. Knowledge of roles of other professionals. Experience and/or qualifications in online and telephone	Application Form Interview

	Ability to work within a highly emotive atmosphere, while maintaining a high degree of professionalism at all times. Flexibility in use of your time and an ability to work both within a team and individually. Ability to organise time and balance conflicting priorities. Good IT competencies (email, Microsoft Office) and to develop others as necessary to operate The Centre Place information systems. Able to work collaboratively and flexibly.	counselling.	
Communications	Ability to communicate effectively through verbal and written word. Able to relate to a diverse client population Ability to maintain firm boundaries when working with complex and challenging cases. Good interpersonal, listening & reflective skills.		Interview
Personality/Aptitude	Have an understanding of the boundaries of confidentiality, and sensitivity to the need for confidentiality. Commitment to ongoing training and development. Commitment to equal opportunities and diversity		Interview
Responsibility and autonomy	Ability to use supervision appropriately. Ability to act independently when needed.		Interview
Availability		Availability to support with events and service promotions outside of usual core	Interview

		working hours, including weekends.	
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Equality, Diversity and Inclusion

We are proud to be an inclusive employer and are committed to creating a workplace where everyone feels welcomed, respected and able to bring their authentic selves to work. We particularly welcome applications from people with lived experience and from communities currently underrepresented within the voluntary sector.

Benefits:

- Additional leave
- Free parking
- Work from home

Work Location: In person