

Blackburne House Group

Lead Counsellor and Student Placement Co-ordinator

12 months Maternity Leave cover

Vacancy Pack



Welcome

Thank you for your interest in applying for the role of Lead Counsellor and Student Placement Co-ordinator at the Wellness Centre, part of the Blackburne House Group.

This pack will provide some useful context and an understanding of the organisation and job role. You can also visit our website www.blackburnehouse.co.uk for greater detail on the organisation.

For More Information About the Role

If you require further information about this role please email lynnekavanagh@blackburnehouse.co.uk to arrange a discussion.

Deadline for Applications

Deadline for receipt of applications: 5pm, Wednesday 28th January 2026
Interviews to be held: 3rd and 4th February

Application Procedure

The Blackburne House application form should be completed and supported by a letter of application, which succinctly but comprehensively identifies your reasons for applying and how your career to date may have equipped you for the post. Applications that are incomplete or missing required information will not be considered.

Completed applications should be returned by the above closing date to Lynne Kavanagh, Blackburne House, Blackburn Place, Liverpool L8 7PE. Alternatively email your completed application and monitoring form along with a covering letter to lynnekavanagh@blackburnehouse.co.uk

In the interests of economy you will not hear from us again unless you are shortlisted. Your interest in the post is greatly appreciated but as a charity we unfortunately do not have the resource to respond to every application that is made.

In accordance with the requirements of the Immigration, Asylum and Nationality Act 2006, you must be eligible to live and work full time in the UK. Documented evidence of eligibility will be required from all potential employees as part of the recruitment process.

The Blackburne House Group



Blackburne House Group is a training led organisation, which delivers high quality training, and education services. We're based in a beautiful Grade II listed building, situated in Liverpool's famous Hope Street quarter, close to the city centre.

Attracting thousands of visitors each year, our facilities include an education centre for women, the School for Social Entrepreneurs North West, a thriving bistro, a women's wellness centre, excellent conference facilities and a 30 place nursery. From the beginning, these highly acclaimed and flourishing social enterprises have supported our educational aims and provide tangible examples of how new markets can be used to serve local communities.

The Wellness Centre



The Wellness Centre, part of the Blackburne House Group, offers a range of counselling and wellness services to improve the health and wellbeing of women from across the Merseyside Region. Our female-only space was opened in May 2022 following the increased need to support the mental health of women after the Covid 19 pandemic and national lockdowns. Since opening, the Centre has supported hundreds of women. Wellness Centre services include 1-1 counselling, mindfulness, menopause, self esteem and confidence programmes, support for pain management and long covid, a Chatty Cafe, walking groups and somatic work including restorative and trauma informed yoga. We also provide female student counselling placements and take on female volunteers as well as hiring space to local wellness practitioners and therapeutic groups.

About the Role

The Lead Counsellor and Student Placement Co-ordinator will provide high-quality therapeutic support to women accessing the Wellness Centre, while leading on the management, supervision, and coordination of student counsellor placements. The role ensures the safe, ethical, and effective delivery of counselling and mental health services, contributes to service development, and supports the strategic aims of Blackburne House.

As an equal opportunities' employer, we welcome applications from all suitably qualified persons and would particularly welcome applications from Black and Ethnic Minorities, disabled people and LGBTQ+ people.

We pride ourselves on being a friendly and caring organisation. As a member of staff you will benefit from; Flexible hybrid working once probation has been successfully completed and where role allows, discounted on-site parking for staff, extra days leave each year for the first 5 years, an additional annual leave day for your birthday, Employer Pension contributions, staff discount in the Bistro, Nursery, and Conference & Events Hire and access to wellbeing services.

About You



You must have a strong commitment to supporting women from across the Liverpool City Region to improve their mental wellbeing. You will be someone who is well organised, enthusiastic and able to lead a busy team including support staff, qualified counsellors, student placement counsellors and other practitioners from various disciplines. You need to be a qualified counsellor to at least level 4 advanced training and have 3 years of clinical practice. You need to be able to actively problem solve and assess risk based on the clients who access our service and manage a waiting list. You need to be someone who is willing to be creative and try out new ideas to meet the needs of clients.

Job Description

Post: Lead Counsellor and Student Placement Co-ordinator
(12 month Maternity Leave cover commencing March 2026)

Salary: £28,800 for 4 days per week (£36,000 FTE)

Location: Blackburne House, Blackburne Place, Liverpool, L8 7PE

Flexibility: There is an expectation that the successful candidate will be willing to adapt their working hours to suit the needs of the organisation.

Main Tasks

- Deliver face-to-face, online, and telephone counselling services.
- Efficiently manage own caseload using appropriate systems and processes, including diary management, session tracking, and completion of outcome measure paperwork.
- Manage student counsellors and qualified volunteer counsellors, including allocation and oversight of caseloads, and provide advice, guidance, and ongoing support.
- Ensure full compliance with UK GDPR standards at all times.
- Complete all relevant paperwork relating to safeguarding issues that may arise.
- Implement and maintain robust data capture mechanisms to ensure the service can be evaluated and provide clear evidence of outputs and outcomes to managers and funders.
- Ensure all counselling and mental health support work meets the ethical standards of the relevant governing body (e.g. BACP or NCS).
- Manage and recruit student trainee counsellors in line with placement and organisational requirements.
- Provide peer group support sessions for student and volunteer counsellors once monthly.
- Complete initial assessments with clients as required.
- Process referral requests and signpost clients to other appropriate organisations, including completion of letters and reports where required.
- Deliver group therapy sessions as and when required.
- Deliver bespoke mental health support or educational sessions in collaboration with the Project Manager.
- Undertake risk assessments and manage client risk, providing guidance and support to other staff within the centre as required.
- Contribute to the marketing and publicity of the Wellness service.
- Support the development of funding applications by providing service data, reports, and narrative content.
- Attend meetings with partner organisations as required.
- Ensure the smooth day-to-day running of the Wellness service, including supporting relevant commercial activity within the centre.

Person Specification

Qualifications

- Qualified to a minimum of Level 4 Advanced Counselling Skills with at least 3 years' post-qualification practice. (E)
- Completed training in online and telephone counselling in line with BACP guidelines (up to 80 hours training). (E)
- Level 6 qualification or above, or a degree in counselling/psychotherapy. (D)
- Level 4 Certificate in Education and Training (FE). (D)
- Qualified mindfulness practitioner. (D)
- Prior experience working with perinatal mental health support, including supporting women during pregnancy and the postnatal period. (D)

Skills & Experience

- Experience setting up and managing appropriate software systems to support service delivery, monitoring, and reporting.
- Experience completing performance and impact reports for services.
- Experience providing clinical supervision.
- Evidence of completing regular external supervision for own caseload and supervision of student counsellors (minimum monthly, 1.5–2 hours for each area).

Attributes

- Strongly client-focused, placing the needs and wellbeing of the women accessing the service at the heart of all work.
- An excellent team player, able to work collaboratively with a range of practitioners across the Wellness Centre.
- Flexible and creative in approach, with a commitment to maintaining the highest standards of service delivery.
- Willing to undertake ongoing continuing professional development (minimum of 30 hours per year).
- Committed to maintaining up-to-date knowledge of developments in psychological therapies and sharing this knowledge with colleagues.