

Recruitment Notice: Deputy Manager role

Community Counselling [CCL] is seeking expressions of interest in the role of Deputy Manager. The role is to support the Chief Officer in meeting the challenges of delivering professional counselling and other therapeutic interventions, against a backdrop of increasing demand for our services and limited resources.

The role is for **12-hours per week** [for **12-months**], commencing September 2021, but the aim is to increase and extend the role, subject to new funding.

The Deputy will stand in for the Chief Officer when the Chief Officer is unavailable.

The main focus of the role will be to act as Safeguarding Officer for CCL, ensuring the policies and procedures are up-to-date and fit-for-purpose, in order to keep CCL personnel and clients safe. The Deputy Manager will also assist the Chief Officer in line managing staff and volunteers, including trainees on placements.

A qualification in counselling or therapy is desirable but not essential for this role.

The salary is in a range of **£27,668** to **£29,051** per annum pro rata.

The postholder is expected to attend our Malton office one day a week but the rest of the role can be worked remotely and flexibly.

The role is subject to enhanced **DBS** and **police vetting** checks.

The **Job Description** and **Person Specification** for the role are available to download from the **Recruitment** page of our website. We are also offering free EMDR training to counsellors/therapists who are accredited, or who have submitted their accreditation application – you could apply for this opportunity also.

If you have any questions about the role, about CCL, or the application process, please contact Stephen via the email address below or telephone **01653 692 308**.

To apply, please send your **CV** and a **covering letter** saying why you are interested in the role, and a completed copy of the CCL **Right to Work** form to:

Stephen Robling, Chief Officer,
Community Counselling (North Yorkshire) Limited,
Stanley Harrison House, Norton Road, Malton, North Yorkshire, YO17 9RD

email: chiefofficer@ccnyl.org.uk

Please also complete the equalities monitoring survey on [Survey Monkey](#).

We are ready to help meet the surging mental health crisis, due to Covid-19: we have the people with the skills, knowledge and experience, equipped with the necessary tools, to help improve mental health outcomes for the vulnerable people that we exist to serve – how can we work together to achieve this aim?

The closing date for expressions of interest is **5pm, Thursday, 9th September 2021**.