



Let's Talk Well Office, 4<sup>th</sup> Floor, Building 7, Vantage Point Business Village  
Mitcheldean, Gloucestershire, GL17 0DD  
Telephone: 01594 372777 Text: 07520634063  
Email: [hello@letstalkwell.org.uk](mailto:hello@letstalkwell.org.uk) Website: [www.letstalkwell.org.uk](http://www.letstalkwell.org.uk)

## **Job Pack**

### **Job Pack: Face to Face Peripatetic Counsellor**

Thank you for your interest in working for Let's Talk Well. The job pack consists of the following documents:

- Guidance Notes
- Job Details
- About Talk Well and the Role
- Job Description/Person Specification

The closing date for applications is **20th October 2025**, however we will be reviewing and interviewing potential candidates through the application window.

Let's Talk Well reserves the right to close this vacancy should the right candidate be identified.

Interviews will be held week commencing **27th October 2025**.

**Please return the following documents by the date stated above.**

1. The completed Application Form
2. The Diversity Questionnaire

If you do not hear from us by the closing date it does mean that we have not been able to include you on our shortlist.

**Completed applications should be sent to: [recruitment@letstalkwell.org.uk](mailto:recruitment@letstalkwell.org.uk)**

Or by post:

HR Department  
4th floor, Building 8  
Vantage Point Business Park  
Mitcheldean  
Gloucestershire  
GL17 0DD



## Guidance Notes

### Filling in the application form

- Please complete all parts of the application form. (**CVs will not be accepted in place of an application form**).
- Show clearly how your experience, knowledge, skills and abilities are relevant to the requirements of the person specification.
- Do not miss out experience gained in previous jobs but select the most relevant points. Also include details of any skills or experience gained from voluntary, committee or community work, etc.
- Use extra sheets if necessary, noting your name and the post you have applied for at the top of each sheet.
- Check the closing date to allow time for your application to reach us.
- We suggest you keep a copy of your completed application.
- Let's Talk Well does not usually acknowledge receipt of application forms unless specifically requested and a stamped, self-addressed envelope is enclosed. **Please note that if you have not been contacted by the advertised interview date then unfortunately you have not been successful in your application.**

### Short-listing

When short-listing we will be looking for evidence that you have the knowledge, experience, skills and abilities to do the job as detailed in the job description and person specification. These provide the essential criteria against which your application will be assessed.

### Commitment to Inclusivity and Diversity

Here at Let's Talk Well we want to be an organisation that's representative of the communities we serve, which is why we strive for diversity of age, gender identity, sexual orientation, physical or mental ability, ethnicity and perspective. We try to create an encouraging, caring, supportive environment where everyone, from any background, can be themselves and fulfil their potential at work.

Please make us aware of any reasonable adjustments we may need to make for you and particularly address any special requirements you may have if you are invited for interview.

### Keeping children, young people and families safe

Let's Talk Well is committed to safeguarding and promoting the welfare of children, young people and families and expects all staff to share this commitment.

As part of our Safer Recruitment Policy you must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced



Disclosure and Barring check. You will be interviewed and assessed against the criteria set out in the job description and person specification. We are particularly careful to enquire into the character and background of applicants for appointments to posts that (a) involve direct and indirect contact with children and vulnerable adults or supervise those who have direct or indirect contact with children or vulnerable adults, (b) who are in positions of trust and influence and (c) who, by virtue of the authority and responsibility inherent in the post they hold, might be expected to be positively suitable to work with children and vulnerable adults. Seeking this information is not, in anyway, to reflect upon applicants' integrity but is necessary to protect the vulnerable and to assist us in making safe recruitment decisions.

**The declaration section of the application form must be completed.**

The post is exempt from the Rehabilitation of Offenders Act 1974, therefore, all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.

**This means that any previous criminal convictions or cautions or bind-overs you have ever had, or any allegations made against you that relate to the safety or welfare of children and young people or vulnerable adults or about your behaviour towards children or young people or vulnerable adults must be submitted with your application form in a sealed envelope marked 'Confidential'.**

Providing false information is an offence and could result in the application being rejected or summary dismissal, if the applicant is already in post, and possible referral to the police.

We recognise the contribution that people with criminal records can make as employees and welcome applications from them. A person's criminal record will not, in itself, debar that person from being appointed to this post. Any information given will be treated in the strictest confidence. All cases will be examined on an individual basis. A copy of our Recruitment of Ex-Offenders policy can be made available by contacting our HR team.

All employment offers are made subject to the following checks

- satisfactory clearance from the Disclosure and Barring Service where applicable;
- satisfactory references
- right to work check
- satisfactory health check

**We aim to make the application process as straightforward as possible. If you have any further questions regarding your application or require any further general guidance or information about Let's Talk Well please contact a member of our Human Resources Department 01594 372777 or email [recruitment@letstalkwell.org.uk](mailto:recruitment@letstalkwell.org.uk)**

Thank you for considering applying to Let's Talk Well



## About Let's Talk Well

Let's Talk Well is a charity established in 1993 serving Gloucestershire and surrounding areas. Let's Talk Well reaches hundreds of children and young people every year as well as offering support & advice to parents & professionals. We work to ensure that every young person has easy, prompt, independent access to appropriate support according to their needs. We offer:

- Counselling - online and face-to-face for children and young people
- Family Counselling
- Parent Support
- Psycho-educational workshops for children, young people, parents & professionals
- Counselling Training courses

Let's Talk Well has a main office in Mitcheldean Gloucestershire; counselling rooms and home-based staff and volunteers working across the county. We strive to ensure young people, parents and families feel accepted, safe & valued, so that they can say what's on their mind, and be really listened to without the fear of being judged. We work with young people to help them build resilience & give them strategies to cope with situations they might be facing.

## Our Mission, Ethos and Values:

Let's Talk Well is a Christian led charity that is not affiliated to any particular denomination, church or group. We provide services to anyone of any faith or none and we employ staff from any faith or none. As an organisation we believe that the Christian faith provides the foundation and motivation for the work of the charity and is the reason why we do what we do. Our mission *to improve, preserve and promote good mental health and wellbeing amongst children, young people and families* is borne from Jesus' words; *"I have come that they may have life, and have it to the full."* John 10:10.

An outworking of our Christian ethos means that we expect all representatives of the charity to treat everyone equally, with care and respect regardless of their race, gender, religion, sexual orientation, ethnic background, beliefs, status, ability or class. The ethos is given life through our relationships; the way we work together and behave with one another and those we serve, are a demonstration and authentication of our ethos.



**Our Values represent our core beliefs, that inspire and guide the choices we make, how we operate and how we interact with people:**

<b>We're here</b> We offer non-judgemental support We communicate openly, honestly and respectfully We take time to understand We're accessible and responsive	<b>We care</b> We value everyone as unique individuals We show appreciation We create safe spaces We are kind, supportive, warm and friendly
<b>We help change lives</b> We support everyone to reach their full potential We build relationships that matter We offer hope We are passionate about getting the best outcomes	<b>We keep moving forward</b> We listen, learn and grow to make things better We seek new ways of working We embrace collaboration We use our funding wisely

**Further information on our values, mission statement and vision can be found on our website – [About us | Let's Talk Well](#)**



### **Job Detail**

**Job Title:** Face to Face Peripatetic Counsellor

**Rate of pay:** Starting at Grade B - £30,556.50 per annum for full time employees. Pro rata for part time employees.

Rising to Grade B - £33,052.50 per annum on completion of 1 year and 150 counselling hours. Pro rata for part time employees.

Further progression to Grade C - £35,412.00 to £37,752.00 dependent on qualifying criteria including 2 years' experience and 550 counselling hours with children and young people. Pro rata for part time employees.

**Reports to:** Clinical Manager

**Place of Work:** North Cotswolds area  
Cheltenham & Tewkesbury area  
Stroud area

You will also be required to attend Let's Talk Well meetings and training related to the post at various locations across Gloucestershire as required. You will not be required to work outside the UK.

**Hours of Work:** 22.5 hours a week mainly during term time.  
Includes an average of 10 client hours per week in North Cotswolds area, 11.5 hours per week in Cheltenham & Tewkesbury area, or 11 per week in Stroud area.

For face to face peripatetic contracts your expected hours will be 9am to 5pm but can be delivered flexibly.

**Contract:** Permanent (subject to funding)

**Holiday:** 5.6 weeks a year (inclusive of bank holidays), pro rata for part time employees.

**Benefits:**

- Enrolment into a direct contribution pension scheme (3% employer contribution)
- We gift all employees the days between Christmas Day and New Year's Day excluding Bank Holidays.
- Additional leave is awarded based on length of service up to a maximum of ten days, and this starts to accrue from day one of employment.
- Up to three volunteering days per year
- Enhanced company sick pay
- Blue light discount card
- Sight test

**Expenses:**

Legitimate business expenses incurred as part of carrying out your job will be reimbursed.

**Terms:**

There will be a six-month probationary period where the successful candidate's suitability for the role will be assessed.



<b>Job Title:</b>	<b>Face to Face Peripatetic Counsellor</b>
<b>Responsible to:</b>	<b>Clinical Manager</b>
<b>Job Purpose:</b>	<p>To provide brief structured counselling interventions to children and young people (aged 9-25).</p> <p>In some circumstances, at the request of the client and in consultation with your supervisor this may occasionally include working with parents/other family members around the client. There may also be a requirement to facilitate small group work with parents or young people. Our clients may self-refer or sometimes referred by family members, GPs or other agencies.</p> <p>Let's Talk Well counsellors work with young people and families who are experiencing personal problems, worries, and difficulties which impact on them emotionally, physically and/or socially.</p> <p>You will be expected to deliver counselling interventions and possibly small group work using a humanistic or integrative person-centred/psychodynamic and or cognitive approach including the use of brief therapy or solution focused approaches where appropriate. As the role involves children and young people you will be able to work creatively and flexibly with young people according to their developmental ability and emotional needs.</p> <p>The role will involve a high level of self and case management; travelling to meet clients at their school, college, university or a community venue of their choice. Once you receive details of a client you will be required to organise appointments, maintain records and comply with paperwork completion and submission procedures.</p>





Main Duties:	<ol style="list-style-type: none"><li>1. To provide short term individual counselling to young people aged between 9-25 yrs, and if agreed with the LET'S TALK WELL line manager, to other family members. The theoretical approach will be humanistic or integrative person-centred, psychodynamic and or cognitive approach including the use of brief therapy or solution focused approaches where appropriate.</li><li>2. To facilitate small group work with young people and parents.</li><li>3. To administer your own caseload, communicating with the client or referrer to arrange appointment times and venues if necessary.</li><li>4. To contact a young person within one week for an appointment to be made within 2 weeks of receiving a referral. If this is not possible for any reason the peripatetic counsellor must inform the Counselling Coordinator as soon as possible.</li><li>5. Counsellors will offer an assessment and an agreed number of sessions depending on need. No more than three sessions will be offered at any one time followed by a review. Requests to extend the session limit should be agreed with LET'S TALK WELL Counselling Team Leader.</li><li>6. To work creatively and flexibly with young people according to their developmental ability and emotional needs.</li><li>7. To be willing to work flexibly within the school/college/university environment and to develop close working relationships with relevant staff.</li><li>8. To work closely with the school, college, university, social services, local health authorities and other agencies to support the work they are doing with clients.</li><li>9. To attend external meetings if necessary with regards to a particular young person you may be working with.</li><li>10. Where appropriate (and where possible in consultation with your Supervisor and/or Coordination and Safeguarding Team) to make external referrals to other statutory and voluntary agencies e.g. CAMHS, social services, GPs, Young Minds Matter, eating disorder teams, Young Carers, Winston's Wish etc. At all times following LET'S TALK WELL referral pathways and safeguarding and information sharing policies.</li></ol>
--------------	---



11. Counsellors are required to keep brief factual notes for each session relating to their client work. When being transported between sessions notes relating to clients should not reveal the client's identity. When not being used notes are to be kept safely stored in a locked cupboard and the post holder is required to make appropriate arrangements to ensure that documentation can be stored appropriately.

12. You will be required annually to write a case study of 500-750 words using a template provided.

13. You will be able to provide evidence of a high level of personal organisation and the timely submission of all paperwork and documentation defined in LET'S TALK WELL policies and procedures including assessments, referrals and case closure records.

14. LET'S TALK WELL is committed to protecting its staff, clients, service users, assets and reputation through an effective risk management process. The post holder will be required to comply with the LET'S TALK WELL Health and Safety Policy and actively participate in this process, having responsibility for managing risks and reporting exceptions.

15. LET'S TALK WELL is committed to safeguarding children and adults therefore the post holder must attend the required level of safeguarding children and vulnerable adults training. The post holder will be required to comply with the LET'S TALK WELL Safeguarding Children and Vulnerable Adults Policy and actively participate in this process, having responsibility for managing risks and reporting exceptions.

16. LET'S TALK WELL is committed to the correct and safe handling of client identifiable data and takes every precaution to protect such data from being inadvertently disclosed to unauthorized personnel. All counsellors are therefore required to abide by the LET'S TALK WELL Data Protection; IT & IG Governance and Security Policies.

17. The post holder must abide by all LET'S TALK WELL policies. These will be communicated during the induction process which you must attend and you will be provided with copies.

18. Staff must maintain the strictest confidence in relation to client or personnel related information, and it must be stressed that all client related information is confidential, whether formally recorded or not.



19. LET'S TALK WELL expects all counsellors to work within the BACP ethical framework.

Copies of the BACP Ethical Framework are available on request.

20. You will be required within your working hours to attend the following mandatory meetings required for supervision, continuous professional development, support, training and agency safeguarding and administrative updates:

- Up to 1.5 hours individual supervision per month.
- A weekly team meeting which will include:
- Various internal training
- A two-hour peer group meeting. These meetings are an opportunity for you to receive peer-support and for additional training.
- Line manager support
- At least two 1-1 meetings with your LET'S TALK WELL line manager per year.

21. LET'S TALK WELL believes that Continuous Professional Development is an important aspect of the counsellor's capability and therefore you will be able to provide evidence of Continuous Professional Development (CPD) in line with BACP guidelines of at least 30 hours per year.

22. To undertake surveys and audits as necessary e.g. clinical effectiveness.

23. At no time should the post holder work outside their defined level of competence. If the post holder has concerns regarding this, they should immediately discuss them with their Line Manager. All staff have a responsibility to inform those supervising their duties if they are not competent to perform a duty.

24. Perform any special duties requested by the Trustees, Senior Executive Team, Head of Clinical Operations, Clinical Manager, Counselling Coordinator or service users in line with the remit of the post.

25. To support the Christian ethos of the charity as stated in the LET'S TALK WELL 'Ethos Statement'.

26. To be an ambassador for LET'S TALK WELL promoting the wider work and interests of the charity where appropriate.



	<p>27. Employment is conditional upon the provision of a satisfactory Disclosure and Barring Certificate of a level appropriate to the post. Therefore, you will be required to consent to a criminal record checks from time to time during your employment as deemed appropriate by the organisation. In the event that such certificate(s) are not supplied your employment with us will be terminated.</p>
--	--



### Person Specification:

The person appointed will be expected to have the key essential skills and attributes listed below. The items under the heading 'desirable attributes' will also be useful. However, candidates who do not have these desirable attributes should not be deterred from submitting an application as relevant support/training can be made available for the right person.

Selection Criteria	Method of Assessment	Essential	Desirable
<b>1. Training, Qualifications and Experience</b>			
<b>The successful candidate will have:</b>			
1.1 Diploma or equivalent in Counselling/ Psychotherapy with a humanistic/person-centred/integrative approach.	Application form Certificate Check Professional Body Check	✓	
1.2 Registered member of BACP or other relevant/recognised Scope-Ed counselling/psychotherapy body.	Application form Certificate Check Professional Body Check	✓	
1.3 Specialist training of at least 100 hours to work with young people according to the BACP competencies required for a counsellor working with children and young people.	Application form Certificate Check Professional Body Check	✓	
1.4 For remote contracts specialist Cyber Therapist training of at least 80 hours (it may be possible to provide this training for the right candidate).	Application form Certificate Check Professional Body Check	✓	
1.5 Accredited member of BACP or other relevant/recognised counselling/psychotherapy body or willing to work towards accreditation.	Application form Certificate Check Professional Body Check		✓
<b>2. Experience</b>			
<b>The successful candidate will have:</b>			
2.1 150+ hours supervised counselling experience.	Application Form Interview Case study presentation	✓	
2.2 Experience of working with brief, focused counselling interventions and/or evidence based	Application Form Interview	✓	

psychological interventions under appropriate supervision.	Case study presentation		
2.3 Knowledge of, and experience of, working with common mental health problems that affect young people e.g. Anxiety, Depression, OCD, Self-harm.	Application Form Interview Case study presentation	✓	
2.4 Experience of working creatively and flexibly with young people according to their developmental ability and emotional needs.	Application Form Interview Case study presentation	✓	
2.5 Experience in counselling children/young people.	Application Form Interview Case study presentation		✓
2.6 Experience of making referrals/breaking confidentiality following agency protocol.	Application Form Interview Case study presentation		✓
2.7 Experience of working with young people who experience complex mental health difficulties including suicidal feelings and engaging in risk-taking behaviours.	Application Form Interview Case study presentation		✓
2.8 Experience of working creatively and flexibly with young people according to their developmental ability and emotional needs.	Application Form Interview Case study presentation		✓
2.9 Experience of facilitating small groups of young people and/or parents.	Application Form Interview Case study presentation		✓
<b>3. Skills</b>			
<b>The successful candidate will be able to:</b>			
3.1 Form a strong therapeutic working relationship with children, young people and parents.	Application Form Observed role play at interview	✓	
3.2 Demonstrate organisational skills with the ability to administer own caseload from communicating with the client, making appointments through to case closure and submission of all relevant documentation (in a timely fashion).	Application Form Observed role play at interview	✓	
3.3 Demonstrate competent general IT skills and editing Microsoft products particularly Word and Excel.	Demonstration at interview	✓	

3.4 Have the ability to work flexibly within different environments e.g. school/college/in the community.	Application Form Observed role play at interview	✓	
3.5 Have the ability to develop working relationships with relevant key people/bodies e.g. school staff/local health authorities/other agencies, Let's Talk Well Head Office etc.	Application Form Observed role play at interview	✓	
3.6 To be an ambassador for Let's Talk Well promoting the wider work and interests of the charity where appropriate.	Application Form Observed role play at interview	✓	
3.7 Have the ability to operate within an agency's framework of policies and procedures.	Application Form Observed role play at interview	✓	
3.8 Demonstrate a positive attitude to personal development.	Application Form Observed role play at interview	✓	
3.9 Can show a record of continuous professional development.	Application Form Interview		✓

#### 4. Special Knowledge

##### The successful candidate will have:

4.1 Model of counselling/ therapy and theory that underpins counselling and evidence based psychological therapies under supervision.	Application Form Interview Case study presentation	✓	
4.2 Ability to work within the BACP Ethical Framework.	Application Form Interview Case study presentation	✓	
4.3 The understanding of the importance of confidentiality, safeguarding children & vulnerable adults, consent.	Application Form Interview Case study presentation	✓	
4.4 The understanding of Gillick Competency guidelines and how this impacts on 'consent'.	Application Form Interview Case study presentation	✓	
4.5 The working knowledge of safeguarding children and/or vulnerable adults and Child Protection.	Application Form Interview		✓

	Case study presentation		
<b>5. Personal Attributes</b>			
<b>The successful candidate will demonstrate:</b>			
5.1 A passion for the mission of the charity – <i>“to improve, preserve and promote good mental health and wellbeing among children, young people and families.”</i>	Application form Interview	✓	
5.2 A high level of attention to detail.	Application form Interview	✓	
5.3 A high level of personal integrity and confidentiality	Application form	✓	
5.4 The ability to plan, organise and prioritise workload and manage time effectively.	Application form	✓	
5.5 Reflective capacity.	Application form Interview	✓	
5.6 The ability to work under pressure.	Application form Interview	✓	
5.7 The ability to embrace change well.	Application form Interview	✓	
5.8 The ability to both work independently and as part of a team.	Application form Interview	✓	
5.9 Empathetic interpersonal style.	Application form Interview	✓	
<b>6. Commitment</b>			
<b>The successful candidate should be able to demonstrate commitment to:</b>			
6.1 Support the Christian ethos of the charity.	Application form	✓	
6.2 To attend Staff Team meetings on a regular basis and regular 1-1 sessions with your line manager	Application form Interview	✓	