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|  | **Step Forward  234 Bethnal Green Road London  E2 0AA** Tel. 020 7739 3082  [www.step-forward.org](http://www.step-forward.org)  15/08/2025 |

Dear Applicant,

Thank you for your interest in joining Step Forward. Please find enclosed the application pack for the **Senior Counsellor** position within our Therapeutic Team.

**About the Role**  
We are seeking an experienced and qualified Senior Counsellor to provide high-quality therapeutic support to young people aged 11–25, while also offering clinical supervision and contributing to service development.

* **Hours:** 28–35 hours per week (0.8 FTE to full-time)
* **Experience Required:** Minimum 3 years post-qualification, including delivering **clinical supervision** and working in **team leadership or coordination roles**

This role offers the opportunity to combine direct therapeutic work with leadership responsibilities, shaping services that reach young people facing complex challenges or less likely to engage with traditional mental health provision.

**About You**  
We are looking for a skilled, reflective professional with:

* A recognised qualification in Counselling or Psychotherapy (accredited or working towards)
* Supervision qualification and experience providing clinical supervision to practitioners
* Extensive experience delivering evidence-based short-, medium-, and long-term therapy
* Proven ability to work with a broad range of presenting issues (e.g., anxiety, depression, trauma, abuse, identity, bereavement, relationships)
* Strong safeguarding expertise, including managing complex cases and multi-agency working
* Leadership and mentoring skills to support colleagues’ professional development
* Flexibility to work across in-person, remote, and outreach settings, including evenings/weekends
* Experience supporting marginalised or high-risk young people (e.g., care leavers, NEET, those in supported housing, young people involved in the criminal justice system)

**Key Responsibilities**

* Provide high-quality, confidential 1:1 therapy and wellbeing support
* Deliver clinical supervision to Step Forward’s honorary counsellors and therapists
* Lead or contribute to service improvement initiatives
* Facilitate group sessions, wellbeing workshops, and outreach presentations
* Support engagement with harder-to-reach young people
* Provide wellbeing support to partner organisations’ frontline staff
* Monitor and evidence the impact of therapeutic interventions
* Uphold and model Step Forward’s values: Inclusive, Warm, Empowering, Inspirational, Innovative

**Working Environment**  
Our services are delivered primarily face-to-face, with some online sessions. Delivery takes place at our centre, in schools, and in community youth settings. Flexibility for daytime, evening, and occasional weekend work is required.

**Application Pack Includes:**

1. Job Description & Person Specification
2. Application Form
3. Equal Opportunities Monitoring Form
4. Rehabilitation of Offenders Form

**How to Apply**  
Send completed application and monitoring forms by **12 noon on 12/09/2025** to:

Jennifer Fear, CEO  
📧 jennifer@step-forward.org  
CC: lee@step-forward.org, ruhena@step-forward.org

Shortlisting will be based on how well applicants meet the person specification—please clearly address this in your supporting statement. Early applications are encouraged as the process may close early.

Previous applicants need not reapply unless invited.

We look forward to receiving your application.

**Warm regards,**

Jennifer Fear  
CEO, Step Forward

**Role Description**

**Job Title: Senior Counsellor & Wellbeing Worker**

**Accountable to: Operations Manager**

**Responsible to Therapeutic Service Lead**

**Salary Range: £29 -£36,000 FTE (dependent on skills, experience and role offer)**

**Hours: 21-28 hours per week (0.6-0.8 FTE)**

**Job Summary – Counsellor & Wellbeing Worker**

**Senior Therapist (Young People’s Mental Health)** **Step Forward** is seeking an experienced and qualified Senior Therapist to join our multi-disciplinary team supporting young people aged 11–25 with their mental health and emotional wellbeing.

We are looking for a highly skilled professional with a recognised supervision qualification and proven experience in providing clinical supervision to other practitioners. You will have substantial experience (minimum 2 years post-qualification) in delivering therapy to young people, with the confidence to work across individual, group, and workshop settings.

In this senior role, you will:

* Provide high-quality, confidential 1:1 therapeutic support and wellbeing interventions across our main centre and outreach locations (e.g. schools, youth centres, supported accommodation).
* Offer evidence-based short-, medium-, and long-term interventions.
* Facilitate groupwork, workshops, and presentations to engage young people in diverse environments.
* Deliver clinical supervision to Step Forward’s counselling team, ensuring high standards of practice and reflective development.
* Contribute to service development, quality assurance, and continuous improvement initiatives.

You will bring a deep understanding of therapeutic models, a strong safeguarding focus, and the adaptability to meet the varied needs of young people from diverse backgrounds. Experience in multi-agency collaboration—particularly within education, statutory, or voluntary sectors—is essential.

Our services are primarily face-to-face, with some delivery via phone or online platforms. Flexibility to work occasional evenings or weekends in line with young people’s needs is required.

**Key Responsibilities:**

* Deliver 1:1 therapy and wellbeing support in a range of settings
* Facilitate group sessions and workshops on key issues such as anxiety, trauma, bereavement, identity, and relationships
* Provide high-quality clinical supervision to therapists and counsellors within the service
* Maintain accurate, confidential records and contribute to monitoring and evaluation
* Build and sustain partnerships with external agencies (e.g. CAMHS, schools)
* Champion access for vulnerable and underrepresented young people

**Essential Criteria:**

* Recognised therapy qualification and professional accreditation (or working towards)
* Supervision qualification and experience delivering clinical supervision
* Minimum 2 years’ experience counselling young people aged 11–25
* Proven ability to work in multi-agency and school settings
* Strong safeguarding knowledge and understanding of youth mental health needs
* Excellent communication, organisational, and leadership skills

**About Step Forward:**  
Step Forward is a dynamic, inclusive charity based in Tower Hamlets. We are committed to evolving to meet the needs of young people and value collaboration, creativity, and a holistic approach. All staff contribute to our wider organisational aims and the smooth running of day-to-day operations.

**Personal Specification**

**Job Title: Senior Counsellor & Wellbeing Worker**

**Accountable to: Operations Manager**

**Responsible to Therapeutic Service Lead**

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| **Hours: 21-28 hours per week (0.6-0.8 FTE)Hours: 28- 35 hours per week (0.8FTE – Full-time) Experience/**  **Track Record** | **Essential Experience & Qualifications**   * Recognised professional qualification in counselling, psychotherapy, or related discipline, with a **minimum of 2 years’ post-qualification therapeutic experience**. * Significant supervised client hours, involving young people aged 11–25. * **Supervision qualification** and experience providing clinical supervision to therapists or counsellors. * Extensive experience delivering therapeutic support to young people in health, education, or community-based services. * Proven ability to engage vulnerable young people facing a range of issues, including:   + Anxiety, depression, and trauma   + Violence, abuse, and exploitation   + Identity, culture, and sexuality   + Educational difficulties   + Family and relationship challenges   + Addictions and self-harm   + Low self-esteem and confidence * Experience delivering 1:1 therapy in schools, youth, and community settings, as well as online/remote support. * Skilled in evidence-based therapeutic approaches for short-, medium-, and long-term interventions. * Proven track record of delivering group therapy, psychosocial programmes, and wellbeing workshops. * Experience working with marginalised or at-risk groups, including LGBTQ+ young people, looked-after children, NEET young people, and those at risk of homelessness, exploitation, or criminal activity. * Strong safeguarding knowledge and experience following safeguarding procedures. | **Additional Relevant Experience**   * Worked effectively within a small charity environment, demonstrating adaptability and collaborative problem-solving. * Contributed as part of a multi-disciplinary team, liaising confidently with professionals across sectors. * Delivered high-quality PSHE and wellbeing sessions to young people in educational and community settings. * Provided therapeutic support addressing complex relational dynamics. * Designed and delivered training to professionals working with young people, enhancing service quality and safeguarding practice. * Presented wellbeing content to large audiences, including school assemblies and class groups. * Supported young people involved with the criminal justice system, ensuring trauma-informed and rights-based approaches. * Assisted homeless young people and those in supported housing to access appropriate services and improve wellbeing. * Facilitated group sessions both face-to-face and via online platforms (e.g. Zoom, Microsoft Teams, webinars). |
| **Skills** | **Skills & Abilities**   * Ability to measure and record outcomes, write case studies, and produce high-quality reports. * Skilled in culturally sensitive mental health promotion within diverse communities. * Leadership skills to mentor, supervise, and support therapeutic staff while modelling best practice. * Ability to work flexibly and independently, managing a varied caseload and contributing to service development. * Excellent communication and presentation skills, with the ability to design and deliver workshops and training. * Strong organisational skills, with the ability to maintain accurate records and meet deadlines. * Adaptability to work across clinical, educational, and community settings, both face-to-face and remotely. * Willingness to work evenings and weekends as needed. | Ability to use another community language appropriate to Tower Hamlets. |
| **Other** | * Willingness to work regular evenings and weekend sessions as required. * Enhanced DBS clearance (including barred list checks) with no indication of unsuitability for the post. * Commitment to continuous professional development, including ongoing supervision and training. |  |

**Application form**

The information collected in this form will be used by Step Forward to carry out its organisational responsibilities and/or procedures in relation to recruitment. Step Forward abides by the Data Protection Act 2018.

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| **Confidential application form** |

**PLEASE COMPLETE IN BLACK INK**

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| Position applied for: |  |

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| --- | --- |
| Name: |  |
| Address: |  |
| Day time telephone: |  |
| Evening telephone: |  |
| Email Address: |  |

**Current or most recent employment**

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Telephone: |  |
| Role title: |  |
| Salary: |  |
| Dates of employment: | **From**       **To** |
| Duties & Responsibilities: |  |
| Reason for leaving: |  |
| Notice period: |  |

**Previous employment**

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Telephone: |  |
| Role title: |  |
| Salary: |  |
| Dates of employment | **From**       **To** |
| Duties & Responsibilities: |  |
| Reason for leaving: |  |

**Previous employment continued**

|  |  |  |
| --- | --- | --- |
| Dates | Employer | Positions /Duties |
| **From**        **To** |  |  |
| Reason for leaving: |  | |

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| --- | --- | --- |
| Dates | Employer | Positions /Duties |
| **From**        **To** |  |  |
| Reason for leaving: |  | |

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| Dates | Employer | Positions /Duties |
| **From**        **To** |  |  |
| Reason for leaving: |  | |

**Education, training & qualifications**

*Please use this space to* ***list any education, training or qualifications you have which are relevant to this post.*** *Please list dates, where obtained and to what level. You may type this section if you prefer.*

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**Please continue on a separate sheet if necessary.**

**Supporting statement**

*In consultation with the role specification, please give details of the skills, knowledge and experience that you can bring to this position.* ***You should address each point of the Personal Specification individually and be aware that this is the principal item upon which short listing will be based.*****Please continue on a separate sheet if necessary.**

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**Please continue on a separate sheet if necessary.**

**Declarations and Consent**

(Please tick to indicate your agreement with the following statements)

I declare that all information given above is to the best of my knowledge complete and correct and understand that if any relevant information is subsequently found to be misleading or inaccurate, this could cause sufficient grounds for withdrawing any offer made or agreements entered

I consent to the collection, processing and storage of the personal data collected in this form

**SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** *(Please include a signature if possible)*

**NAME:**

**DATE:**

NB: Candidates will be working with vulnerable young people and an enhanced police check will be carried out for the successful applicant before volunteering commences.

**Referees**

*Please give the details of* ***at least two referees*** *(who should not be related to you) who can provide us with information on your experience. These should be your present or most recent employer if previously employed and should cover your most recent three years of employment and or study.*

I agree that reference checks can be requested from the referees given in this form, or any that I later provide to the organisation (Please tick if you agree). Reference checks can include:

* Confirmation, details and dates of employment/volunteering
* Opinion on suitability to fulfil requirements of this role
* Work performance ratings
* Details of any outstanding disciplinary, grievances or management actions against you
* Sick leave taken

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| **Referee 1** | |
| Name: |  |
| Position: |  |
| Relationship to you: |  |
| Organisation Name and Address: |  |
| Telephone: |  |
| Email address: |  |

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| **Referee 2** | |
| Name: |  |
| Position: |  |
| Relationship to you: |  |
| Organisation Name and Address: |  |
| Telephone: |  |
| Email address: |  |

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| **Referee 3 (If needed)** | | | | |
| Name: | |  | | |
| Position: | |  | | |
| Relationship to you: | |  | | |
| Organisation Name and Address: | |  | | |
| Telephone: | |  | | |
| Email address: | |  | | |
|  | |  | | |
| **Do you object to our taking up these references prior to interview?** | | | | |
| Referee 1: | **Yes**  **No** | | Referee 2: | **Yes  No** |
| Referee 3:  (If needed) | **Yes  No** | |  |  |

***If you require more than three referees to cover this three-year period, please use a continuation sheet.***

**Medical details**

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| Do you experience any condition, which may affect your attendance or capacity as a Counsellor and Wellbeing Worker?   **Yes  No** | |
| If yes, please give details: |  |
| Please give the total number of days sickness, and the number of sickness periods, in the last year: | |
| Please specify reasons if more than 10 days: |  |

**Declaration**

I consent to the collection, processing and storage of the personal health data collected in this form (Please tick to indicate your consent)

**SIGNED:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** *(Please include a signature if possible)*

**NAME:**

**DATE:**

NB: Candidates will be working with vulnerable young people and an enhanced DBS police check will be carried out for the successful applicant before work commences.

**Equal Opportunities Monitoring Form**

*To assist Step Forward in monitoring the effectiveness of its Equal Opportunities Policy, you are requested to complete this form. This monitoring information will be used for statistical purposes only and will not influence the short-listing and interview process. If you do not wish to complete this form, your application will not be affected.*

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| What position are you applying for? |  |
| How did you hear about this position? |  |
| Have you ever worked for Step Forward in either a paid or voluntary capacitybefore? | **Yes**  **No** |
| What is your Date of Birth? |  |
| Today’s Date |  |
| How would you describe your ethnicity? |  |
| How would you describe your sexuality? |  |
| How would you describe your gender? |  |
| How would you describe you religious beliefs? |  |
| Do you consider yourself to have a disability? | **Yes  No** |
| If yes, please specify nature of disability: |  |
| Do you require a work permit? | **Yes  No** |
| If yes, do you have a work permit? | **Yes  No Expiry date:** |
| Do you have any other paid employment or directorship apart from your current Role? | **Yes  No** |
| If yes please specify the nature of this work: |  |

**Rehabilitation of Offenders Form**

**Step Forward (Tower Hamlets)**

**Rehabilitation of Offenders Act 1974**

Due to the nature of the work for which you are applying i.e. involving contact with young people under the age of 18 years, it is provided by the Rehabilitation of Offenders Act 1974 (exceptions order 1975 paragraph 3) that none of the provisions of section 4(2) of the 1974 Act apply in relation to the question to assess the suitability of such persons for employment.

Applicants are not therefore entitled to withhold information about convictions which for other purposes are "spent" under the provision of the Act. Failure to disclose any such conviction could result in termination of any agreement of contract and could lead to disciplinary action by the Board of Trustees, in the event of employment. Any information provided will be treated as completely confidential and will be considered only in relation to an application for the positions to which the order applies. A criminal conviction would not automatically disqualify you from involvement in Step Forward as this would be dependent upon the nature of the conviction. Step Forward will require a satisfactory DBS check before confirming your appointment.

**Have you ever been convicted of a criminal offence?**

**Yes**  **No**

**If your answer is YES please give details.**

**Have you ever been the subject of a safeguarding enquiry?**

**Yes**  **No**

**If your answer is YES please give details.**

**Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour which may have bearing on your suitability for this position?**

**Yes**  **No**

**If your answer is YES please give details.**

**Declarations and Consent**

(Please tick to indicate your agreement with the following statements)

I declare that all information given above is to the best of my knowledge complete and correct and understand that if any relevant information is subsequently found to be misleading or inaccurate, this could cause sufficient grounds for withdrawing any offer made or agreements entered into

I consent to the collection, processing and storage of the personal data collected in this form

**SIGNED:**

**NAME:**

**DATE:**

NB: Candidates will be working with vulnerable young people and an enhanced DBS check will be carried out for the successful applicant before employment commences.

*In the event you were not offered this post, this information will be destroyed.*