



Basingstoke Counselling Service, a registered charity, was founded in 1985 by a small group of local therapists wanting to provide mental health support to the local community. Since then, our service has flourished to become a busy, vibrant counselling and training centre, managed by a talented team of clinical and non-clinical staff, dedicated to improving the emotional wellbeing of our community.

We achieve this in two ways. Firstly, we offer one-to-one and couples counselling for adults, via a team of counsellors who provide a professional and affordable service. Our counsellors are supervised and practise within the BACP Ethical Framework for the Counselling Professions.

Secondly, we provide a range of training courses for those interested in supporting others with mental health difficulties. We have a long heritage of running highly regarded courses from one-day CPD workshops through to a three-year BACP Accredited Diploma in Psychodynamic Counselling.

Based in central Basingstoke (a stone's throw from War Memorial Park and the town centre shops and transport links), we have a suite of 11 rooms used for counselling, training and administration. All of these rooms have recently been refurbished to a high standard, making BCS a very pleasant and welcoming work environment.

This is an exciting time for us as we are experiencing a sustained period of growth. To ensure that we continue to deliver high-quality services to all our users it is imperative that we recruit talented and committed individuals to complement the current team and help us continue to develop and grow the service.

To minimise our impact on the environment and ensure efficient work practises, all of our systems are now digital.

We understand that discrimination and inequality exist in our society. As an organisation, we aim to treat everyone with dignity and respect, and therefore challenge ourselves regularly to ensure we achieve this. We do this by listening and responding to feedback and regularly reviewing our approach to equality, diversity and inclusion.



Job Description

Role title	CPD Co-ordinator
Reporting to	Co-Directors
Employer	Basingstoke Counselling Service
Location	Goldings, London Road, Basingstoke, RG21 4AN. Alternatively, this can be a hybrid role, with some hours worked remotely.
Working hours	7.5 hours per week with the possibility of increased hours in the future. (We are flexible as to how this is spread across the week.)
Rate of pay	£20 per hour
Term of contract	Self-employed
Start date	As soon as possible
Closing date for applications	9am on Wednesday 23 rd April 2025
Interview date	Week commencing 28 th April 2025
To apply	Send a CV and covering letter to julia.charlesworth@basingstokecounselling.org.uk
For an informal chat about the role	Please contact Louise Hewitson on 01256 843125 or julia.charlesworth@basingstokecounselling.org.uk

Overview of the post

Basingstoke Counselling Service generates income via its counselling, training and CPD services. As a small charity, it is vital that we ensure these primary income streams are as secure as possible to ensure the financial health of the organisation. We are, therefore, seeking a suitably experienced professional who has the knowledge and skills to maintain our existing CPD programme and develop it further.

The postholder will hold a counselling qualification (minimum Diploma level) or be nearing qualification. Experience of co-ordinating events and/or workshops would be beneficial. The postholder will be required to build relationships with any existing course/workshop providers and have the ability to bring on board new trainers. Consequently, they will be required to have a blend of interpersonal skills, strategic thinking and creativity.

The role will require set-up and management of both internal and external CPD events.

After an initial period of settling in, there is scope for the majority of the role to be undertaken remotely, with occasional meetings in the office. The postholder will also be required to be on site, if necessary, to launch new courses, which are usually at the weekend.

The postholder will be supported by the admin team and will work closely with the Management team. There are two Co-Directors who work collaboratively to manage the Service, with each taking a lead on a key Service function. However, for line-management purposes, the postholder would be primarily reporting to one Co-Director only.

Duties and responsibilities

- Managing the current CPD programme, both external and internal.
- Researching and identifying potential new courses, and exploring their profitability, which would complement the current CPD programme and align with BCS's vision.
- Keeping up with trends and changes in the counselling arena to adapt strategies accordingly.
- Evaluating the effectiveness of CPD events through data analysis and adjusting strategies based on what works best.
- Budgeting
- Working closely and collaboratively with other staff members to align CPD efforts with BCS's overall strategy.
- Cultivating and maintaining relationships with current and prospective trainers.
- Working alongside the admin team to ensure accurate records of delegates, fees and donations are kept and ensuring acknowledgment of bookings.
- Providing quality course information for the delegates in conjunction with the administrative team.
- Responding to CPD related queries through various media.
- Ensuring the website is up-to-date and accurate.
- Ensuring all courses are well marketed through existing channels, and exploring other marketing opportunities.
- Supporting BCS in meeting regulatory training requirements for safeguarding, equality, diversity, and inclusion.
- Gathering feedback from delegates and trainers to assess the impact and relevance of CPD activities.
- Continuously reviewing and improving the CPD program based on feedback and developments in the counselling field.
- Preparing reports on CPD activity participation and outcomes for senior management and Trustees.

Person Specification

Knowledge and Experience	<ul style="list-style-type: none">• Qualified counsellor (minimum Diploma level) or nearing qualification• Experience in organisation of events is desirable• A strong understanding of the counselling arena and emerging trends
Skills	<ul style="list-style-type: none">• Excellent written and verbal communication skills with the ability to craft compelling messages for diverse audiences.• Exceptional interpersonal skills to build relationships with a wide range of stakeholders.• Excellent organisational and project management skills with the ability to manage multiple projects and meet deadlines.• Proficiency in using Microsoft Office and online platforms to organise events and maintain records.• Ability to analyse data and evaluate effectiveness.• Knowledge of marketing strategies, especially digital marketing and social media, to promote events.• Innovative and able to develop unique ideas and approaches.• Flexibility to respond to changing circumstances and challenges in the CPD landscape.• Ability to work effectively both independently on own initiative and as part of a team.
