

Recruitment Pack

**Self-employed
Associate Counsellor –
Children and Young
People**

June 2026

Thank you for your interest in working with Lancashire Mind

Who are we?

Lancashire Mind is an independent mental health charity, delivering our impactful strategy that has been co-created with the people of Lancashire. We reach over 10,000 people each year.

We're an active member of the national Mind Federation, linking us with over 100 other local Mind organisations across England and Wales, providing excellent opportunities for good practice sharing and partnership working.

Our purpose is to support people in Lancashire to achieve the best mental health and wellbeing possible.

To achieve this, we:

Connect Minds through ongoing engagement and co-creation.

Change Minds by challenging stigma and increasing knowledge around mental health.

Support Minds by being a source of help, where, when, and how people need it.

We value being:

Real

Grounded in lived experience and making sure our work is relevant to Lancashire.

Bold

We're not afraid to demand better for people who need our help.

Caring

Treating people with compassion and respect and being there for people and communities in Lancashire.

Open

Working inclusively to tackle issues and being open to new ideas.

We believe that everyone can achieve good mental health and wellbeing, and that resilience is the key to sustaining it. With 50% of mental health conditions developing before the age of 14, building resilience from an early age is central to the work we do.

We empower people in Lancashire to value and take care of their mental health. Our work ranges from 1:1 support for people facing multiple and complex barriers, to preventative and influencing work. We work in partnership with others to make mental wellbeing a priority.

We are determined to be an organisation that is representative of the diversity of the whole county and one that challenges the mental health inequalities faced by our communities. We're working to become a truly anti-racist organisation.

Everyone who works for Lancashire Mind is fuelled by a passionate belief that enabling people to achieve mental wellbeing will reduce the number of people who go on to develop a mental health condition, and for those who do, to have a better chance of remaining well.

Join us to connect, change and support minds in Lancashire.



Why work with us?

“I am extremely grateful for the support I’ve had and the opportunities I’ve been given within my time working here”

As well as striving to meet the mental health needs of our local communities, we aim to be a good employer and do what we can to provide a supportive and healthy environment for our employees and associates working with us.

You’ll get a friendly welcome from colleagues and clear expectations about your role and how it contributes to achieving Lancashire Mind’s goals.

“It’s a really rewarding job and I love the team spirit”

Who you’ll work with



The Service

Lancashire Mind delivers an @Therapies service for adults across Lancashire. **We are now expanding our provision to offer therapy for children and young people (CYP) aged 10-18.**

We provide **affordable, personalised mental health support** across Lancashire through our virtual services. Our services are designed to provide **immediate access** to therapy, bypassing long NHS wait times.

Young people can access:

- **Counselling:** Counselling is a therapeutic process that helps individuals explore and understand their thoughts, feelings, and experiences in greater depth, supporting emotional wellbeing, self-awareness, and lasting change.
- **Wellbeing Coaching:** Support to improve daily mental health and resilience, embedding techniques and strategies to improve wellbeing.

Young people have a free Personal Wellbeing Assessment (PWA) to assess their needs and determine the most appropriate form of support.

To meet rising demand, we're recruiting trained associate counsellors to expand service capacity and client choice. Associate counsellors should already be set up as self-employed and have experience of working in a similar way.

Associate counsellors will have demonstrable experience of working with children and young people, along with either an additional qualification focused on CYP or substantial experience delivering therapeutic work with this client group.

Anyone interested in the role should already be established on a self-employed basis with

their own business insurance, enhanced DBS check, membership of BACP/BABCP and clinical supervision already in place. You will be responsible for invoicing Lancashire Mind for work completed and then completing your own tax return etc.

Your role

To provide one to one therapy sessions to CYP referred to Lancashire Mind, ensuring a safe and quality service provision.

Above all, we want someone who believes in our vision of a Lancashire where everyone has the opportunity to have the best mental health and wellbeing possible.

Role description

Role title: Self-employed Associate Counsellor (CYP)

Hours: Approximately 5 hours per week (flexible and subject to agreement)

Contract: Self-employed

Payment rate: Sessions with a qualified counsellor will be charged to the client at £45 per session; with the counsellor receiving £30 per session and Lancashire Mind receiving £15 to cover management and administration.

Responsible to: Coaching and Therapeutic Lead/CYP Coaching Lead

Location: Largely virtual with some face-to-face delivery by agreement

Overview

To provide one to one therapy sessions to CYP referred to Lancashire Mind, ensuring a safe and quality service provision. Adhere to all the policies and procedures of Lancashire Mind.

This role does not constitute an offer of employment, and there is no obligation on either party to offer or accept work. We anticipate a commitment of around 5 hours weekly; however, working hours are flexible and subject to agreement.

Main duties and responsibilities

1. Deliver one to one therapy sessions to children and young people aged 10 to 18, a minimum of 5 sessions per week

2. Establish a relationship of trust and respect with young people and deliver the service with all due care, skill and ability and in accordance with BACP's frameworks
3. Complete all the required elements of the Lancashire Mind training and induction programme
4. Keep accurate client notes and upload them to Lancashire Mind's internal CRM system (Views) within 48 hours of the client session
5. Respond to communication from Lancashire Mind clients and staff within 48 hours
6. Respond appropriately, in line with Lancashire Mind's safeguarding policy and procedure, to any disclosures that are made by clients and ensure any client at risk is safeguarded
7. Complete agreed outcome measures and keep detailed case notes on the CRM provided
8. Provide one case study or story per quarter to Lancashire Mind
9. Attend the monthly virtual therapy service meeting
10. Take part in regular supervision with a qualified supervisor who is registered with the BACP/BABCP in accordance the guidance of the regulating body. Supervisor details to be provided to Lancashire Mind.
11. Follow the appropriate internal process to refer on clients who are at crisis point or considered too complex for the service. This will be determined by discussion with the Coaching and Therapeutic Services Lead.

Please note: Lancashire Mind follows Safer Recruitment practices and have a commitment to safeguarding children and young people and vulnerable adults who use our services. Therefore, this role is subject to an enhanced Disclosure and Barring Service (DBS) check so all applicants must be willing to undergo the check. If invited to interview, we will ask you to provide evidence of your qualifications and right to work in the UK.

Person specification

Lancashire Mind is committed to fighting racism and other forms of oppression. We want to be a great employer for all our staff, regardless of their background or characteristics. We recognise that not everyone is the same and that different people will require different support to fulfil their potential. We want to ensure Lancashire becomes a place of greater equity and inclusion. One thing we can do to work towards that goal is to ensure that our staff team is representative of the diverse communities across Lancashire, and particularly those communities we know face mental health inequalities. We particularly encourage applications from those communities and from anyone with experience of living with a mental health condition.

	Criteria	Assessed at application or interview
Qualifications and membership	1. A MSc or undergraduate degree in Counselling (ideally integrative approach)	Application only
	2. Membership of the BACP	Application only
	3. Demonstrable CPD of working with children and young people	Application only
Knowledge and experience	1. Qualification is complete, accredited by the BACP and involved a 100-hour placement	A and I
	2. Evidence of further client hours and working with complexity since qualifying	Application only
	3. Direct experience of delivering therapeutic support to a range of CYP	A and I
Skills, abilities and competencies	1. Excellent communication skills with the ability to make clients feel safe and supported	Interview only
	2. Excellent listening skills and a high degree of patience and sensitivity	Interview only
	3. Excellent office IT skills (Microsoft Office 365, including Excel), with the ability to use video conferencing platforms and CRM systems.	Application only
	4. Ability to build a positive and supportive rapport with young people aged 10-18	Interview only

	5. Experience of working with the voluntary and public sector in Lancashire with an ability to signpost young people for specialist support	Interview only
	6. Understanding of Trauma Informed Principles and experience of embedding a trauma informed approach in a therapeutic setting	Application and Interview
	7. Knowledge and understanding of professional boundaries, lone working, confidentiality, and data protection policies and procedures	Application only
	8. Excellent time management and organisational skills with the ability to manage a varied caseload	Application only
	9. Ability to work independently and adapt to changing or unexpected circumstances	Interview only
Personal attributes	1. Ability to speak, listen and observe without judging	Interview only
	2. Resilient and committed to promoting mental wellbeing for all	Application only
	3. A non-judgemental outlook and a demonstrable personal commitment to equal opportunities	Interview only
	4. Positive, enthusiastic and friendly attitude	Interview only

To apply

The deadline for applications is 9am on 29th June 2026.

Please attach your CV along with a covering letter demonstrating how you meet the criteria listed as assessed at **application stage**. The CV should be no more than 2 sides of A4, 11-point font, and outline your qualifications, previous experience including two references. The covering letter should be no more than 2 sides of A4, 11-point font.

Please attach the documents to your application. **Interviews will be held on 7th July** virtually, on MS Teams.

If you have not heard from us by two weeks after the deadline, please assume that you have not been shortlisted on this occasion. The organisation regrets that it cannot provide feedback to unsuccessful applicants at the shortlisting stage.

If you have any questions about the application process or require support with the process, please contact our Operations Team on 01257 231660 or email recruitment@lancashiremind.org.uk.



Lancashire Mind

Unit 7

Balfour Court

Leyland

PR25 2TF

01257 231660

admin@lancashiremind.org.uk

www.lancashiremind.org.uk

Registered Charity Number 1081427

Registered Company Number 3888655