

Recruitment Pack

Self-employed EMDR and CBT Associate Therapist (Virtual delivery only)

July 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?

At Lancashire Mind, we know that the quality of support we provide is built on the skills, experience and compassion of the people who work with us. As a self-employed Associate, you will play an important role in helping people across Lancashire improve their mental health and wellbeing through high-quality, person-centred support.

We value the expertise that our Associates bring and aim to build positive, professional relationships based on trust, respect and collaboration. Working with Lancashire Mind offers the opportunity to undertake meaningful work that changes lives while maintaining the flexibility and independence that comes with self-employment.

As a well-established and respected mental health charity, we are committed to delivering high-quality services that are accessible, inclusive and responsive to the needs of local communities. By joining us, you will become part of a wider network of professionals who share a common goal of improving mental health outcomes and reducing inequalities in access to support.

Whether you are looking to broaden your professional experience, contribute to a cause you are passionate about, or work alongside an organisation that values innovation, compassion and continuous improvement, Lancashire Mind offers the opportunity to do rewarding work that makes a real and lasting difference.

Who you'll work with

Lancashire Mind's **@Therapies** initiative offers **affordable, personalised mental health support** for adults (18+) across Lancashire. It's designed to provide **immediate access** to therapy, bypassing long NHS wait times and is currently a **virtual only service**.

Clients can choose from:

- **Counselling:** A client-led, non-directive talking therapy focused on exploring personal experiences and finding solutions.
- **Cognitive Behavioural Therapy (CBT):** A structured approach that helps break down problems into manageable parts and develop practical strategies.
- **As part of this offer we are now launching our EMDR Therapies option**

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

Sessions cost £30 with trainee therapists, thanks to partnerships with local universities. We also offer free sessions for a limited number of clients on income or disability benefits through CRH Trust funding. To meet rising demand, we're recruiting trained associate therapists to expand service capacity and client choice. Associate therapists should already be set up as self-employed and have experience of working in a similar way.

Associate Therapist session costs start at £45 per session with £30 per client session paid to the Associate and £15 towards service costs. For EMDR the therapist will receive £40 and Lancashire Mind £25 towards service costs.

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 EMDR UK or Europe 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 adults referred to Lancashire Mind's @Therapies service, 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.

Job description

Job title: Self-employed EMDR Associate Therapist (Virtual delivery)
(EMDR with CBT Therapist as primary modality)

Hours: Minimum of 5 hours per week delivered online (flexible and subject to agreement)

Contract: Self-employed

Salary: Associates delivering EMDR therapy will receive £40 per session. There may also be opportunities to deliver CBT sessions, which you would receive £30 per session, for those who are suitably qualified and able to offer this provision.

Responsible to: Coaching and Therapeutic Lead

Location: Largely virtual with some potential face-to-face delivery in the future

Overview

To provide one to one EMDR therapy sessions virtually to clients referred to Lancashire Mind's @Therapies service, 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

- Deliver virtual one to one EMDR therapy sessions to adults, a minimum of 5 sessions per week
- Establish a relationship of trust and respect with clients and deliver the service with all due care, skill and ability and in accordance with professional frameworks
- Complete all the required elements of the Lancashire Mind training and induction programme.
- Keep accurate client notes and upload them to Lancashire Mind's internal CRM system (Views) within 48 hours of the client session
- Respond to communication from Lancashire Mind clients and staff within 48 hours
- 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
- Complete agreed outcome measures and keep detailed case notes on the CRM provided
- Provide one case study or story per quarter to Lancashire Mind
- Attend the monthly virtual therapy service meeting

- Take part in regular supervision with a qualified supervisor who is an Accredited EMDR Practitioner or Consultant and is EMDR UK/Europe registered. Supervisor details to be provided to Lancashire Mind.
- 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.
- Understand and implement Lancashire Mind's policies and procedures, including key policies such as lone working and information governance.
- Associates are expected to offer a minimum of five client sessions per week and, where possible, demonstrate flexibility to meet client demand. This may include availability during evenings or weekends.
- This is primarily a remote role. However, as the service develops, occasional travel across Lancashire may be required. Any travel requirements will be discussed and agreed in advance, with travel expenses reimbursed in line with Lancashire Mind policy.
- Undertake other duties, as and when deemed necessary by a Senior Manager.

Please note: Lancashire Mind follows Safer Recruitment practices and have a commitment to safeguarding people 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

We only consider inviting to interview people who show that they possess the required experience, skills and personal attributes, as outlined in the table below. **When completing your application form, please use examples from your professional and personal life to illustrate how you fulfil all the criteria to be assessed at application stage.**

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 (A) or interview (I)
Qualifications and/or work experience	1.	MSc/Undergraduate degree in Counselling or CBT	A
	2.	Accredited or registered with the BABCP and ideally but not essential EMDR UK/Europe.	A
	3.	Completed standard accredited training with EMDR UK parts 1-3.	A
Knowledge and experience	1.	Experience of delivering EMDR therapy online, including working with clients presenting with complex needs.	A and I
	2.	Experience of working therapeutically supporting clients with trauma as their primary presentation	A and I
	3.	Experience of supporting clients with complex needs (e.g. addiction, domestic abuse or childhood trauma) and applying trauma-informed principles in practice.	I
	4.	Knowledge of local mental health and support services, with experience of working across the voluntary and/or public sector and signposting clients appropriately.	A
Skills, abilities and competencies	1.	Excellent communication and therapeutic skills, with the ability to build safe, supportive relationships.	I
	2.	Strong organisational and time management skills, with the ability to manage a varied caseload and work independently.	I
	3.	Good IT skills, including Microsoft 365, video conferencing platforms and CRM systems.	A
	4.	Good literacy, numeracy and record-keeping skills, with the ability to maintain accurate clinical documentation.	A and I
Personal attributes	1.	Positive, enthusiastic and friendly attitude	I
	2.	Resilient and committed to promoting mental wellbeing for all	I
	3.	A demonstrable personal commitment to equal, diversity and inclusion; and challenging discrimination	I

Please note: As a requirement of the role - As practitioners handle personal and sensitive data, they must be registered with the Information Commissioner's Office (ICO) and be able to provide the registration number as part of the onboarding process. For more information visit <https://ico.org.uk/for-organisations/data-protection-fee/#>

To apply

If you would like to discuss the job before applying, contact Katherine Stybelski, Coaching and Therapeutic Services Lead, katherinestybelski@lancashiremind.org.uk.

The deadline for applications is Friday 28th August midnight. Please note due to annual leave we will not be shortlisting candidates for interview until 9th September.

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. Late applications will not be accepted. Those who do not adequately demonstrate how they fulfil the criteria required at application stage, will not be considered for shortlisting.

Interviews for this post are scheduled to take place on Thursday 24th September so please keep this date free as alternatives can't be offered. Successful candidates will be notified no later than Wednesday 30th September. Interviews will be virtually via Microsoft Teams.

Please note if successful induction and safeguarding training will be held virtually 2-5pm on Tuesday 29th September.

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 via recruitment@lancashiremind.org.uk.

What to expect at interview

Shortlisted applicants will be invited to attend an interview, which will usually take place at the Lancashire Mind office in Leyland. Occasionally, they are held at other venues in Lancashire or virtually via Microsoft Teams. Details of the venue and times will be included within the email invite. You can expect the following if you are attending an interview:

- All interviews include a task and set of questions asked by a panel of three people.
- Some interviews include a presentation, which will need to be prepared in advance of the interview. Where a presentation is required, we provide a minimum of 5 days' notice to allow time for preparation. We recommend applicants pencil time into their diary for preparing a presentation, in the event they are shortlisted.
- The interview task is used to test IT skills and the ability to complete a task related to the role being applied for. 30 minutes is allowed for the task, which usually takes place before the panel. There's no need to do any preparation for the task.
- We allow 30 minutes for candidates to read the panel questions and make notes, which can be referred to during the interview.
- The panel interview will usually consist of between 6 and 8 questions and takes around 30 to 45 minutes.
- We aim to support people to feel as comfortable as possible at interview and are happy for you to ask for clarification on any of the questions asked by the panel, as well as taking a few moments to think about a question before answering.
- Once the panel have asked their questions, candidates can ask questions about the job and/or Lancashire Mind.

We can adapt the interview process for individuals where required. There is space on the job application form to request reasonable adjustments.

Lancashire Mind

Unit 7, Balfour Court

Leyland

PR25 2TF

01257 231660

admin@lancashiremind.org.uk

www.lancashiremind.org.uk

Registered Charity Number 1081427