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|  ***New Life Counselling is now pleased to offer exciting opportunities within our organisation for the following roles:*** |  | cid:d83f8f02-ea6a-4e78-aca0-e3f4c8d459bf |

* **CLINICAL SERVICES CO-ORDINATOR, BELFAST**

If you would like to be part of an organisation that is committed to offering a high quality counselling service, then we would like to hear from you.

**Clinical Services Co-ordinator 30hrs per week**

**Salary £28,462 per annum, pro rata**

In this role, you will support growth, service user engagement and quality service provision. Supporting the Head of Clinical Services and Team Leaders in the delivery of co-produced therapeutic programmes (*children / young people, adults, families*), you will be well organised with outstanding interpersonal, administrative & IT skills and the ability to work as part of a multi-disciplinary team.

It is essential that applicants:

* Hold a professional qualification at minimum diploma level in counselling, psychotherapy, psychology, social work, or equivalent
* Have professional registration (e.g. BACP, UKCP, BPS, HCPC, NCS, BABCP, IACP, BAAT, AFT, NISCC or equivalent)
* Have experience in using a range of computer packages including MS Office, particularly Outlook, Word, PowerPoint and Excel, demonstrated by way of example on the application form
* Have proven experience of analysing data and producing reports for management or strategic purposes, demonstrated by way of example on the application form

For the full essential and desirable criteria for this post, please see the Job Description.

**Closing date:** 3pm, Friday 14 February 2020

**Interview date:** TBC

New Life Counselling is an Equal Opportunities Employer.

Recruitment Records are held for 1 year as per New Life Counselling’s Data Retention Policy.

For further information on the organisation and to download an application pack please go to our website at [www.newlifecounselling.net](http://www.newlifecounselling.net) or contact:

The Monitoring Officer

NEW LIFE COUNSELLING

25 Ardoyne Road

Belfast BT14 7HX

Tel: 028 90391630

marietherese.merron@newlifecounselling.net

**Charity No:** XR 33055