

Counselling Services Manager Job:

Leading our counselling team as they deliver a one on one, group and virtual service you'll spearhead the way in which we build and develop NHS and partner working in our counselling service offering.

We delivered around 2000 hours of counselling last year and the counselling support need when it comes to people affected by cancer is growing as is the scope to build and grow our counselling service.

If you've got the right counselling management experience and the passion and commitment to be part of things at Wales' leading cancer charity we'd love to hear more.

Salary: £35,000

Contract: Fixed Term up to October 2027

Working Hours: 35 hours per week with flexible working

Job Location: Wales based from Home / Cardiff Head Office

This role can be based from our Cardiff Head Office and supports remote working if you've a suitable home working set up within Wales. We encourage as much Head Office working as possible and would have attendance expectations in line with the needs of the role.

Apply by: 2nd March

Interview: 12th March at the Tenovus Cancer Care Head Office

The successful candidate will be required to undertake an Enhanced DBS check.

If you're keen to be our Counselling Services Manager please email people@tenovuscancercare.org.uk your CV & a Covering Letter to demonstrate how your skills or experience match the job role essentials and your motivation behind your application. You can find the full Job Description & Person Specification at our [Work for us page](#) to find out the skills or experience level we're looking for.

We're looking for skills, knowledge or experience to show us you've:

- Great Line Management experience able to lead by example, coach and positively inspire
- Qualified counselling experience in healthcare and ideally the Third Sector
- A mind for data, analysis and a focus on results
- Great communication skills when it comes to influencing, delivering training/ presentations and facilitating group sessions
- A proven ability to develop partnership relationships and/or build a quality service
- Although cancer related counselling experience isn't necessary specialist knowledge of issues around a cancer diagnosis including anxiety, grief, loss and relationship issues would be a great advantage

In return you'll be part of a people orientated culture, support a worthwhile cause and have Staff Benefits such as:

- A generous 35 days annual leave including public holidays that increases with length of service (pro rata'd for part time staff)
- Your birthday off work once you've been here for 12 months.
- Opportunity to buy up to 10 days of additional annual leave per year

- Occupational sick pay after completion of probationary period
- Contributory pension scheme
- A tailored induction and support programme to help you succeed and excel
- An Employee Assistance Programme (EAP) offering access to 24/7 confidential advice and support
- The opportunity to participate in staff volunteer activities to support the wider organisation
- The opportunity to learn from, grow with, support and develop people who volunteer with US

About us

More people than ever are living with cancer in Wales, with around 20,000 people diagnosed every year.

We give help, hope, and a voice to everyone affected by cancer. We understand how cancer can impact every aspect of life and how it affects families and friends too. Our wide range of services offer information, advice, and specialist support to people living with cancer, and their loved ones.

Together with our inspiring community of staff, volunteers, and supporters, we're determined to be here for everyone affected today, tomorrow, and beyond.

Recruitment Process

Please email your CV and covering letter to people@tenovuscancercare.org.uk. They should demonstrate how your skills or experience match the job role essentials and your motivation behind your application. The closing date for your application to be submitted is the 2nd March 2025.

You can also visit our [Work for us](#) pages that give you more information and a copy of the job description and person Specification

Please submit your application as soon as possible as we may close the role early.

At Tenovus Cancer Care we're committed to making our workplace diverse and inclusive where everyone feels they belong and can be their authentic selves at work. We're proud to be an equal opportunities employer who does not discriminate based on the Equality Act 2010's Protected Characteristics. All qualified applicants will receive equal consideration for employment and we will adjust our recruitment processes where we can to support people who wish to join us.

If we can support you with your application at all please contact us at people@tenovuscancercare.org.uk

