**Counsellor/Psychotherapist**

**Locations: Surrey Prisons – HMP Downview**

**All Departments: Substance Misuse**

**Vacancy Type: Fixed Term**

**Salary Details: £28,877 (Pro rata. Please note this is a part-time role, 19.5 hours per week)**

Forward Trust is seeking a qualified and compassionate Counsellor or Psychotherapist to join our integrated team supporting adults (18+) in prison affected by substance use needs and complex trauma. Using a trauma-informed approach, you’ll provide one-to-one therapeutic counselling and work collaboratively with colleagues to ensure holistic, person-centred care. This is a rewarding opportunity to join a supportive, multidisciplinary team and make a real difference in people’s lives.

**Key Responsibilities**

* Manage a diverse caseload, delivering one-to-one counselling sessions.
* Maintain accurate, confidential records and comply with data protection laws and organisational policies
* Conduct comprehensive counselling assessments and contribute to client allocations in collaboration with the service lead.
* Maintain and manage waiting lists effectively.
* Provide support to student counsellors.
* Work with the team to develop and deliver events promoting wellbeing and resilience.
* Contribute to service development by sharing knowledge of trauma-informed care and best practice.
* Uphold ethical and professional standards in counselling practices, aligning with regulatory codes of conduct and prison procedures

**What We’re Looking For**

**Essential:**

* + Minimum Level 4 Diploma in Counselling or Psychotherapy (or equivalent).
  + Registration with BACP (or equivalent professional body).
  + Experience delivering trauma-focused counselling (e.g., EMDR, CBT, or other recognised therapeutic models).
  + Knowledge and understanding of clinical governance and risk management.
  + Experience working with a diverse range of clients and presenting issues.
  + Ability to work independently and manage a flexible session schedule.
  + Understanding of continuity of care, holistic client needs and prison services.
  + Strong knowledge of safeguarding and trauma-informed approaches.
  + Excellent communication skills.
  + Strong IT skills (including Microsoft Office and case management systems).
  + Comply with security vetting and prison guidelines

**About Us**

**We are The Forward Trust, the social enterprise with charitable status that empowers people to break the often interlinked cycles of crime and addiction to move forward with their lives. For more than 25 years we have been working with people to build positive and productive lives, whatever their past. We believe that anyone is capable of lasting change. Our services have supported thousands of people to make positive changes and build productive lives with a job, family, friends and a sense of community.**  
  
We are committed to our cause and the work we carry out as a charity. Equally the wellbeing and the employees who work for us are also important. Joining us an employee, we will offer you the following benefits - 

* + Flexible working
  + Training and development opportunities
  + Simply Health Cashback Scheme (optional)
  + Season Ticket Loan Scheme
  + Cycle to work scheme
  + Crisis Loan Scheme
  + Electric Car Scheme
  + 3 x Wellbeing Days (pro rata'd for part time employees)
  + Access to Blue Light Card
  + 25 days (rising to 30 with length of service) Annual Leave plus Bank Holidays
  + Contributory Pension Scheme – Employer matched contributions of up to 6% in the first two years’ service and up to 9% thereafter
  + Death in Service Payment (2x annual salary)
  + Critical Illness Insurance (subject to qualifying criteria)

**Diversity at Forward Trust**

The Forward Trust commits to providing opportunities to everyone. We want to ensure we have a diverse team with a range of lived and professional experiences. This includes those with ‘Lived Experience’ of addiction, offending, or homelessness.  
  
When we recruit, we welcome applications from everyone. This is inclusive of age, gender, ethnicity, disability, sexual orientation, gender identity, religion and/or belief, marriage and civil partnerships, pregnancy and maternity and socio-economic background. Where operationally possible, we will consider flexible working requests and make reasonable adjustments for all roles.

**To find out more about Forward’s commitment to being an inclusive employer and our current EDI strategy click**[**here**](https://www.forwardtrust.org.uk/about/equality-diversity-and-inclusion-edi/)**.**

**Employee Screening and Eligibility to Work**

We recognise the importance of safeguarding, dependent on role you may be required to undertake a Disclosure and Barring Service Check, details of which will be shared with you at interview.  
  
If successful in your application, you will be required to provide eligibility to work evidence in line with the ‘Eligibility to Work in the UK’ requirements.