**Advertisement: Agency manager 5 hours a week 12 months fixed term contract with possibility of extending.**

Join Our Team at Wellbeing and Wholeness Counselling Agency, Bradford, West Yorkshire!

Are you passionate about helping others find healing, hope, and wholeness? Wellbeing and Wholeness Counselling Agency is seeking a dedicated and compassionate Manager to lead our team in providing counselling services to those in need in the local area.

As a Manager at our agency, you will have the opportunity to oversee and coordinate our counselling service, ensuring that our clients receive the highest quality care rooted in Christian principles. You will work alongside a team of experienced and student counsellors, fostering an environment of empathy and understanding, giving the clients the best opportunity to find freedom.

If you are a dynamic leader with a heart for counselling and a desire to make a positive impact in the lives of others, we want to hear from you!

5 hours per week @ £20 per hour

**Job Description: Manager**

**Responsibilities:**

1. Provide leadership to the counselling service in alignment with the vision statement of the agency.
2. Oversee day-to-day operations, including scheduling, client intake, agreement fees, and staff management.
3. Recruit and manage counselling staff, ensuring adherence to ethical standards and best practices.
4. Foster a supportive and collaborative work environment that promotes professional growth and spiritual development of the team.
5. Develop and implement policies, procedures, and quality assurance measures to uphold the highest standards of care.
6. Collaborate regularly with the trustees, external organisations and other support networks.
7. Maintain accurate records, documentation, and reporting in compliance with agency polices and procedures.

**Qualifications:**

1. Bachelor's degree in Counselling, Psychology, Social Work, or related field (Master's degree preferred).
2. Minimum of 3 years of experience in counselling or mental health services, with demonstrated leadership and management skills.
3. Strong understanding of counselling principles and their implementation within an agency setting.
4. Excellent communication, interpersonal, and organizational skills.
5. Ability to work effectively in a diverse, multicultural environment with sensitivity to individual beliefs and backgrounds.
6. A personal commitment to spiritual growth and a living relationship with Jesus Christ.

Join us in our vision to promote wellbeing and wholeness through compassionate counselling and empathic care. Together, we can make a difference in the lives of those seeking healing and hope.

To apply, please submit your CV and personal statement to [liz@wwca.uk]. We look forward to hearing from you!