



Job Role: Counselling Team Lead

Location: Chichester (hybrid working considered)

Hours: 21 hours per week

Salary: £35,100 FTE (£19,656 pro rata)

Holiday: 150 hours per year pro rata plus public holidays

Reporting to: CEO

Join Our Team

Pregnancy Options Centre is seeking a compassionate, experienced and motivated **Counselling Team Lead** to oversee and develop our counselling service in Chichester. This is an exciting opportunity for a qualified counsellor who is passionate about supporting individuals affected by unplanned pregnancy, pregnancy loss and post-abortion experiences. Working closely with the CEO, trustees, counsellors and volunteers, you will play a key role in ensuring the delivery of a high-quality, professional and compassionate counselling service.

About the Role

As Counselling Team Lead, you will provide leadership and support to our counselling team, manage referrals and client pathways, oversee safeguarding, and contribute to the strategic development of the service.

The role combines service leadership with a small clinical caseload and offers the opportunity to make a meaningful impact within a respected local charity.

Key Details

Job Description

Key responsibilities:

- Work with the CEO and Trustees to review and implement changes in the counselling service.
- To manage client referrals across the Chichester Centre
- Manage a waiting list, when applicable
- Manage and provide support to counsellors in addition to their clinical supervision
- To carry a personal client caseload of up to 2 clients per week and conduct initial assessments in Chichester for new referrals
- Work with the CEO to recruit, train, induct and supervise trainees
- To network with local partners to raise awareness of Options' services
- Keep aware of industry standards and changes, including reading the BACP monthly journal
- Carry out new applications and regular renewals of volunteer DBS checks

Charity no: 1165555

www.pregnancyoptionscentre.org.uk

- Identify and organise Continual Professional Development for the counselling team, including safeguarding training
- Monitor counselling materials in the office
- Be the contact point for Safeguarding concerns and act as the Safeguarding Lead

Other:

- Open to take on other responsibilities assigned by the CEO
- To support and work within the Ethos of the Charity
- To attend monthly team meetings
- To attend regional or national events as required, including networking within the Pregnancy Centre's Network (PCN)
- Write quarterly reports for the Trustees on the progress of the project
- To attend Trustee meetings, when required, to give updates and feedback on the project.
- To be familiar and comply with all the charities policies and procedures.

All appointees must comply with Options' safer recruiting policy which includes self-disclosure forms, references and a disclosure and barring service (DBS) check obtained by Options.

In line with general data protection regulation (GDPR) legislation 2018, it is the responsibility of this post to ensure that all computerised and written personal information relating to Options' clients, staff or volunteers to which they have access, is regarded as strictly confidential. Options maintains confidentiality within the service, subject to its confidentiality policy.

Person Specification

Knowledge, skills and experience required for the position:	Essential	Desirable
Is a qualified Counsellor with at least 5 years' experience.	x	
Completion, or willingness to complete, training in crisis pregnancy and pregnancy loss/post abortion support	x	
Prior understanding of BACP/ACC guidelines and ethics	x	
Excellent communication, listening and interpersonal skills	x	
Excellent time management skills, ability to prioritise work and multi-task	x	
Able to work independently and as part of a team	x	
Experience of IT packages, particularly Office365: Word, Excel and Outlook.	x	
Understanding of the local voluntary sector		x
An understanding of, and adhering to Options' Ethos Statement	x	
Experience of managing a volunteer team		x
Awareness of the UK context surrounding unplanned pregnancy, post abortion and pregnancy loss	x	
Ability to be flexible and adaptable	x	
Proven ability to handle confidential information and record keeping	x	
A clean Enhanced DBS (obtained by Options)	x	
Knowledge and understanding of the importance of safeguarding	x	

Working at Pregnancy Options Centre

Genuine Occupational Requirements:

Charity no: 1165555

www.pregnancyoptionscentre.org.uk

GOR (Genuine Occupational Requirement) Definition jobs - female workers

Pregnancy Options Centre specialises in counselling anyone facing an unplanned pregnancy or after an abortion or pregnancy loss, whether this has been a recent incident or historical. We are open to clients of all genders, regardless of race, colour, nationality or ethnic origin, disability, sexual orientation, educational status or religion, however, consistently over 90% of our clients are women.

Therefore, having regard to the nature and context of the work, the Occupational Requirement under Schedule 9 (part 1) of the Equality Act 2010 applies. It is an occupational requirement within the charity for client facing roles to be restricted to women. This is due to the nature of the role and clients generally requiring female workers. Pregnancy Options Centre is an equal opportunities employer.

GOR (Genuine Occupational Requirement) – faith requirements

As a charity with a Christian Foundation, Pregnancy Options Centre aligns itself with a Christian faith that upholds the intrinsic dignity of all people, their human rights and the importance of treating all people with respect, hope and value, irrespective of gender, sexuality, race, religion, disability or any other aspect of their special identity. We offer services on a non-discriminatory basis and service users come from all faiths and none and are respected at all times for their personal faith preferences.

However, Pregnancy Options Centre does make a faith requirement of certain GOR definition jobs within the charity for its staff and volunteers. Where there is a genuine occupational requirement of faith (GOR posts) for certain roles within the charity, we are inclusive of all Christian denominations, Catholic and Protestant, who acknowledge:

“God’s revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures and, in obedience to God’s will and the power of the Holy Spirit, commit themselves to proclaim the Gospel by common witness and service in the world.”

This statement of faith was originally taken from the ‘Churches Together in Great Britain and Northern Ireland’ Statement of Faith and therefore Pregnancy Options Centre would acknowledge all expressions of Christian faith that would fall within the broad remit of the national body of ‘Churches Together’.

Specifically:

1. We believe that the Christian dimension of Pregnancy Options Centre’s work require individuals in certain posts who themselves subscribe to and are seeking to live their own lives in accordance with this Statement of Faith.
2. Pregnancy Options Centre offers clients the chance to explore spiritual elements of their experiences, recognising that abortion and pregnancy loss can have spiritual as well as physical, emotional, relational and psychological consequences. It is a requirement of individuals holding Pregnancy Options Centre’s posts which offer one to one services to be able to provide Christian prayer on the request of the client as above.
3. For these reasons, Pregnancy Options Centre makes a genuine occupational requirement (GOR) status for all relevant paid employees and volunteers having face to face or telephone contact with members of the public in a supportive role. This includes all trained volunteer counsellors and practitioners who meet members of the public on behalf of Pregnancy Options Centre for face to face or telephone counselling.

People appointed to these posts within Pregnancy Options Centre are required to be subscribing to and seeking to live their own lives in accordance with the Statement of Faith, in order to uphold the Christian values and ethos of the Charity, to demonstrate a practical outworking of the Statement of Faith and to be able to provide Christian prayer and support on the request of the client.

4. It is a requirement that all trustees of the Charity also subscribe to and are seeking to live their own lives in accordance with the Statement of Faith.

Closing Date: 26 October 2026

Interview Date: 9 November 2026

All appointments are subject to references, satisfactory self-disclosure checks and an Enhanced DBS check in line with our Safer Recruitment Policy.

Help lead a compassionate counselling service that supports people through some of life's most challenging experiences. We'd love to hear from you.