

**Job Description & Person Specification**  
**Children & Young People Bereavement Therapist**  
**May 2026**

**Job Title:** Children & Young People Bereavement Therapist

**Accountable to:** Head of Therapy

**Reporting to:** CYP Therapy Coordinator

**Location:** Community based role working predominantly in schools in Manchester and Salford with some homeworking. Our central office base is Green Fish Resource Centre, 46-50 Oldham Street, Manchester. M4 5LE

**Salary:** £11,522.11 (pro rata equivalent of £27,812.00)

**Hours:** 14.5 hours per week

**Contract:** Permanent

### **About Gaddum**

Gaddum is one of Manchester's oldest charities, having been around for almost 200 years. We are a mental health and carers charity that provides support to individuals and families across Greater Manchester and the North. Our work spans across a range of services, including mental health support and carer assistance, aiming to empower individuals to live healthier, more independent lives.

Our mission is clear... to help every individual in the communities we serve to achieve equitable health, wealth and self. This means not only providing direct support through our services but also championing the rights of those who may otherwise go unheard and campaigning for systemic change across our sector.

As an anchor institution, Gaddum plays a key role in supporting the sustainability and development of the voluntary, community and social enterprise (VCSE) sector. We work alongside other organisations to ensure their impact is recognised and that the sector is equipped to meet the needs of the communities we serve.

### **Our Values...**

...are our foundations – they are what hold us firm in uncertain times, and they are our reference point for all that we do.

#### **We value:**

- |                                  |  |
|----------------------------------|--|
| <b>Being Heard:</b>              | no matter why or how someone finds their way to us, we will listen   |
| <b>Collaborative Curiosity:</b>  | harnessing our skills, knowledge, talents and the insights of others, we create new possibilities by exploring with people             |
| <b>Purposeful Work:</b>          | paying attention to others' needs and voices, we channel our resources into actions and outcomes that matter to the people we serve    |
| <b>Meaningful Connection:</b>    | treating every individual as a whole person, developing relationships through empathy and acceptance                                   |
| <b>Thoughtful Safe Services:</b> | providing clear reasons for decisions and efficient, safe and effective practices, we earn confidence and trust by focusing on quality |

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### **Job Purpose**

To work as a member of Gaddum Therapeutic Services which includes Counsellors, Social Workers, Art Therapists, and Play Therapists.

To provide therapeutic support to CYP who have become stuck in their grieving process following a bereavement of a significant person. This will include one to one work and occasional group work which will usually take place at the child's school, community venue or remotely via telephone or online video.

To offer advice and guidance to professionals and carers who contact us following a child's complex bereavement. Effective working relationships with parents, carers and other professionals will be a crucial element of the role.

### **Main Duties**

- To be accountable to the CYP Therapy Coordinator.
- Act as an initial point of contact for family members and professionals considering a referral to the service or requesting advice and guidance.
- Provide support in the grieving process, offering advice, making an initial assessment of need and signposting to other services where appropriate.
- Following assessment, offer therapeutic intervention to CYP, supporting their adjustment to loss and building resilience. Interventions should meet the assessed needs of each individual.
- Ensure all involved with the CYP understand the complexities of a bereavement, including those experienced as a result of trauma.
- Maintain case records, monitor and evaluate your work in line with the organisations processes and protocols.
- Undertake regular reviews with family members and other professionals as appropriate.
- Ensure effective multiagency working with other professionals.
- Work to Gaddum's policies and procedures.
- Ensure Safeguarding procedures are carried out in line with relevant legislation and Local Authority requirements.

### **Organisational Responsibilities**

- To act at all times to promote Gaddum's values and embed them into practice
- To seek advice, support and guidance as required
- To maintain a general understanding of the work of the whole organisation and attend team meetings/events.
- To adopt a flexible approach to working patterns to suit the needs of the role and responsibilities as required.
- Maintain relevant Continuing Professional Development (CPD) and Professional Membership as required for the duration of your role with Gaddum.

### **Other general duties**

- Participate actively in supervision, team meetings and relevant training.
- Stay informed about best practice, innovation, legislation and codes of practice relevant to the provision of therapy.
- Be flexible to work outside normal office hours as required.
- Maintain a professional and confidential approach to work at all times.

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- To create positive relationships and to treat all staff, volunteers and members of the public with dignity and respect, adhering to Gaddum's core aims and values, and adhering to equal opportunities and diversity statements and policies.
- The post holder will be required to undertake other tasks as reasonably directed by the Head of Therapy, which will usually be commensurate with the skills and experience of the post-holder.

The details contained in this job description, particularly the principal accountabilities, reflect the content of the job on the date the job description was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change; existing duties may be lost, and other duties may be gained without changing the general character of the duties or the level of responsibility entailed. Consequently, this job description may be revised from time to time.

All staff are expected to work within all Gaddum policies and procedures. This role is subject to an Enhanced [DBS Check](#) with a children's barred list check.

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**Person Specification: CYP Bereavement Therapist**

| <b>Criteria</b>               | <b>Essential</b>   | <b>Desirable</b>  | <b>Assessed</b>                      |
|-------------------------------|--|---|--------------------------------------|
| Qualifications/<br>Experience | <p>Professional Qualification in Counselling/Therapy.</p> <p>Experience of working with CYP and their families.</p> <p>Experience of working with people from a range of different cultural backgrounds in a culturally appropriate way.</p> <p>Experience of working to a time-limited model of therapeutic intervention.</p> <p>Professional Membership with an accredited body.</p>   | <p>Experience of working in the voluntary sector.</p> <p>Experience of working in educational settings or within multidisciplinary settings.</p> <p>Experience of working with loss and bereavement.</p> <p>Experience of working creatively with CYP or clients with additional needs.</p> | Application/interview/<br>documents  |
| Skills and<br>Abilities       | <p>Proven ability to support with therapeutic change.</p> <p>Ability to offer a range of creative therapeutic techniques depending on assessed need.</p> <p>Ability to work in multi-disciplinary teams and in partnership with other professionals.</p> <p>Ability to travel by car or public transport across Manchester and Salford.</p> <p>Basic IT/database competence</p> <p>Very well organised, able to prioritise and plan own work.</p> <p>Ability to work to and meet deadlines around offering</p> | <p>Proven ability to support CYP around therapeutic change.</p> <p>Experience of working with bereavement.</p> <p>Experience of using a range of evaluation tools and outcome measures.</p> <p>Confidence in providing support to professionals and carers.</p>                             | Application/Interview/<br>References |

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therapeutic interventions to ensure timely support to CYP.

|                                |   |  |                       |
|--------------------------------|---|--|-----------------------|
| Knowledge                      | <p>Knowledge of bereavement.</p> <p>Knowledge of human growth and development.</p> <p>Knowledge of the Children Act 2004.</p> <p>Awareness of specific needs of global majority communities, particularly around bereavement.</p> <p>Knowledge and understanding of a range of therapeutic models and theories.</p> <p>Knowledge and understanding of safeguarding procedures in respect of CYP and vulnerable adults.</p> <p>Understanding of, and demonstrable commitment to, ensuring equal opportunity.</p> | <p>A knowledge of relevant agencies, organisations and professionals within Greater Manchester.</p> <p>Knowledge of issues affecting young people referred to Gaddum.</p> <p>Knowledge of other services for children and families in Greater Manchester</p> | Application/Interview |
| Values and Personal attributes | <p>A commitment to Gaddum values.</p> <p>A non-judgemental attitude.</p> <p>Flexible and positive work ethic.</p> <p>The post holder must display integrity, honesty and good judgement.</p>  | <p>Knowledge of Gaddum and its services.</p>   | Application/Interview |