



Welcome Counselling – Services Manager

Welcome Counselling in Witney, West Oxfordshire, is looking for a part-time (0.2FTE / 7.5 hours per week) Services Manager, to lead their team of counsellors and grow the charity as it seeks to serve the local community by offering low-cost counselling.

The role involves:

- Oversight of the counselling agency (managing enquiries into the service, taking referrals and risk assessments, allocating clients within the team, coordinating monthly peer supervision and twice-yearly team CPD, ensuring policies are reviewed and updated, correct storage of notes, and managing your own client case load of up to 2 clients per week).
- Management of the charity (including finances and budget, charity obligations in partnership with the trustees, and seeking to develop and grow the team and charity as a whole).

Applicants should be qualified and registered counsellors, with Christian faith, and with a passion to see the charity grow and thrive.

All details can be found on our website:

<https://www.welcomecounselling.com/vacancies>

Closing date: **5pm on Monday 7th September 2026**